



REALWORLD
Training & Development



THE ULTIMATE GOAL SETTING PROCESS

With Ashref Ismail



PRESENTATION OVERVIEW

- Why is goal setting important
- The goal setting process
- Setting SMART Goals
- Critical skills and character traits
- Time management – avoiding procrastination
- The Wheel of Life
- Setting Goals within the Nine Dimensions
- Task

WHY IS GOAL SETTING IMPORTANT?

- Goal setting keeps you moving and increases your happiness.
- It significantly benefits you and your organization.
- It creates a vision of what your life or your business could look like.
- It helps you and your team to get the best results possible.

**“YOUR GOALS
ARE THE ROAD
MAPS THAT
GUIDE YOU AND
SHOW YOU
WHAT IS
POSSIBLE FOR
YOUR LIFE.”**

- LES BROWN
ITSALLYOUBOO.COM

GOAL SETTING PROCESS

Goal setting is a purposeful and explicit process.

STEPS:

1. Identify a new objective, skill, or project you want to achieve.
2. Make a plan for achieving it.
3. Work to complete it.





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SETTING YOUR GOALS

THE 7 STEPS...TO SETTING GOALS

1. Think about the results you want to see
2. Create SMART goals
3. Write your goals down
4. Create an action plan
5. Create a timeline
6. Take action
7. Re-evaluate and assess your progress



S.M.A.R.T. GOALS



Specific

Your goal/aim should be clear & specific - qualitative?



Measurable

It must be measurable (How much? How many?) - quantitative



Achievable

Are your goals/aims realistic or achievable? Do you need sub-goals?



Relevant

Are your activities linked & relevant to your goals?



Time-Framed

Are your goals linked to deadlines (time-frames)?



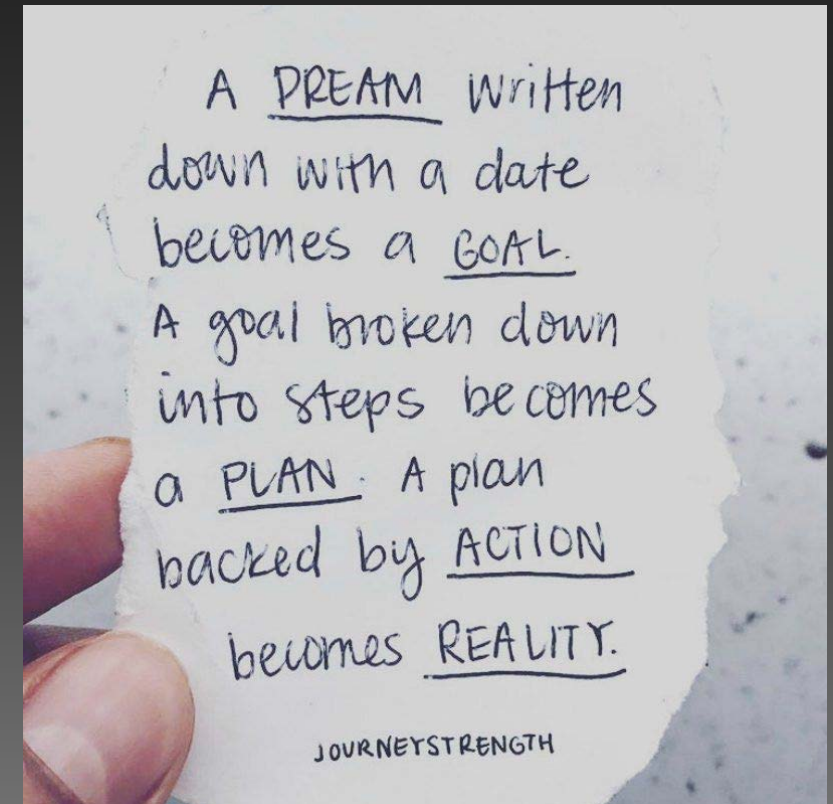
SPECIFIC GOALS

- Make your goal **Specific**.
- Specific goals help to clearly track your progress.
- It also helps to know whether you met the goal.
- The more specific you are, the higher the chance you will complete it.



WRITE YOUR GOALS DOWN

- Written goals become real and tangible.
- It is not just a vague idea that resides in your mind.
- Keep your written goals in a visible spot.
- This reminds you to keep working on your goals daily.
- Use a positive tone when writing your goals.
- Stay excited about completing your goals.



CREATE AN ACTION PLAN

- Be creative with your action plan.
- Write out your goal using different colours, textures, and fonts.
- Creating an action plan this way activates a different part of your brain and cements the goals in your mind ~Forbes.



CREATE A TIMELINE

“A timeline creates a sense of urgency, which in turn motivates you to stay on schedule and finish your goal.”

- Use a timeline maker.
- Visualize the roles, tasks, milestones and deadlines to achieve your goal.
- Set those dates.
- Stick as close as possible to your dates.





TAKE ACTION!

- After planning everything, it is time to take action.
- You did not go through all that work just to forget about your goal.
- **Every step that you take should lead to another until you finish your goal.**



**ARRIVING AT
ONE GOAL**
*is the starting point
to another.*

JOHN DEWEY

RE-EVALUATE AND ASSESS YOUR PROGRESS

- Keep your motivation to complete strong.
- Schedule a weekly evaluation.
- Measure your progress and check your schedule weekly.
- If you are behind schedule, make necessary adjustments and keep going.
- Motivation = seeing the finish line.



•Goal Setting within the Nine Dimensions

MASLOW'S HIERARCHY OF NEEDS



SWOT ANALYSIS

STRENGTHS (Skills/traits/values/attitude/habits/etc)

WEAKNESSES (Shortcomings in skills, traits, values etc.)

OPPORTUNITIES (What doors can open for me?)

THREATS (What happens if I don't work on this?)

SOME OF THE MOST VALUABLE CHARACTER TRAITS

- Punctuality
- Diligent
- Honesty/Integrity
- Curious
- Coachable
- Confidence
- Self-starter/Go Getter
- Passionate
- Grit/Perseverance
- Flexible/Adaptable
- Sociable
- Respectful



MOST VALUABLE ESSENTIAL SKILLS

- Collaboration/Team Player
- Listening
- Problem Solving/Creativity
- Conflict Management
- Negotiation
- Organizing Skills
- Empathy



ESSENTIAL “HARD” SKILLS (TECHNICAL)

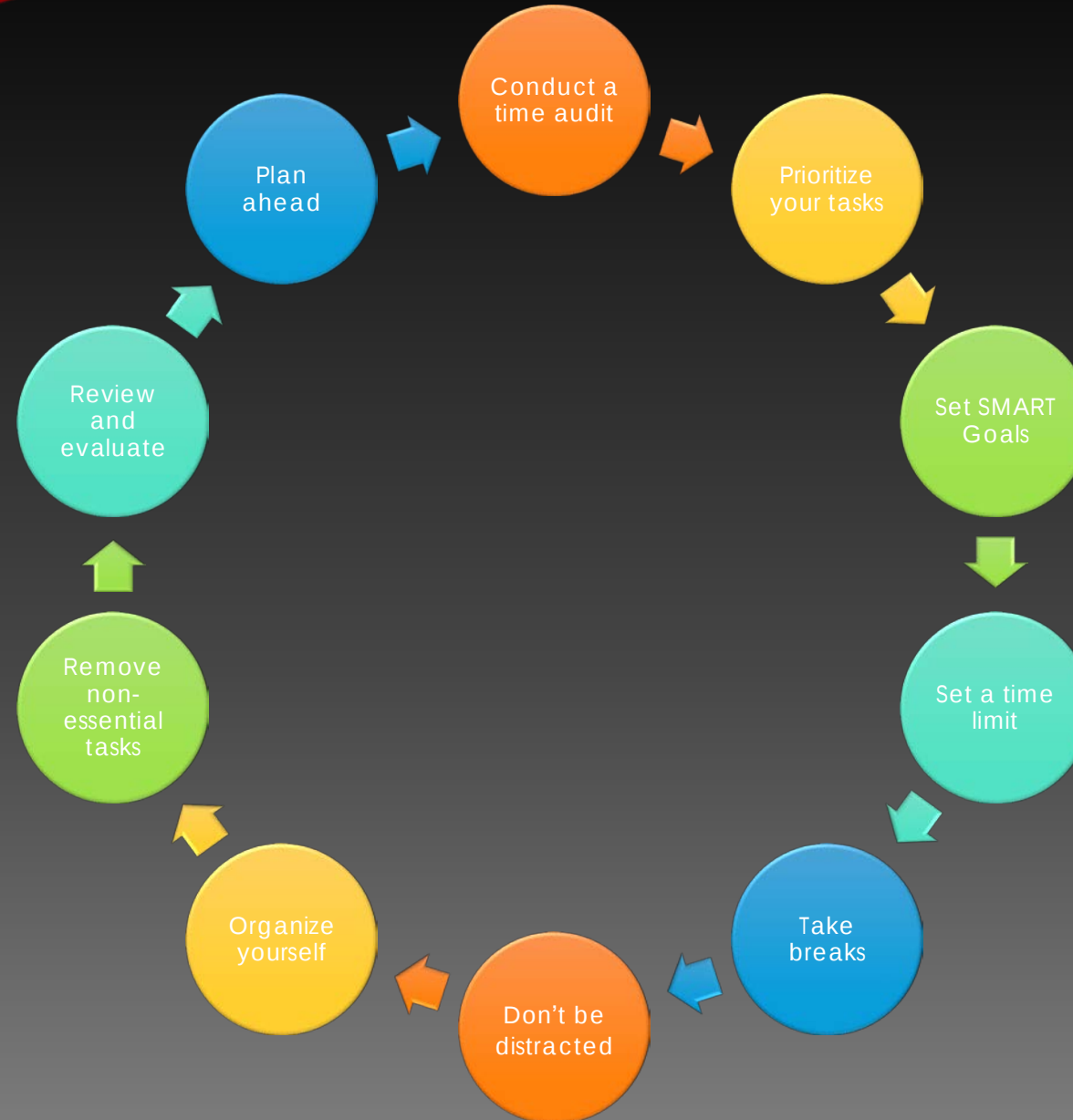
- Verbal Communications
- Written Communication
- Basic Arithmetic
- Computer literacy
- Driving
- Technical Expertise





TIME MANAGEMENT – STOP PROCRASTINATING!

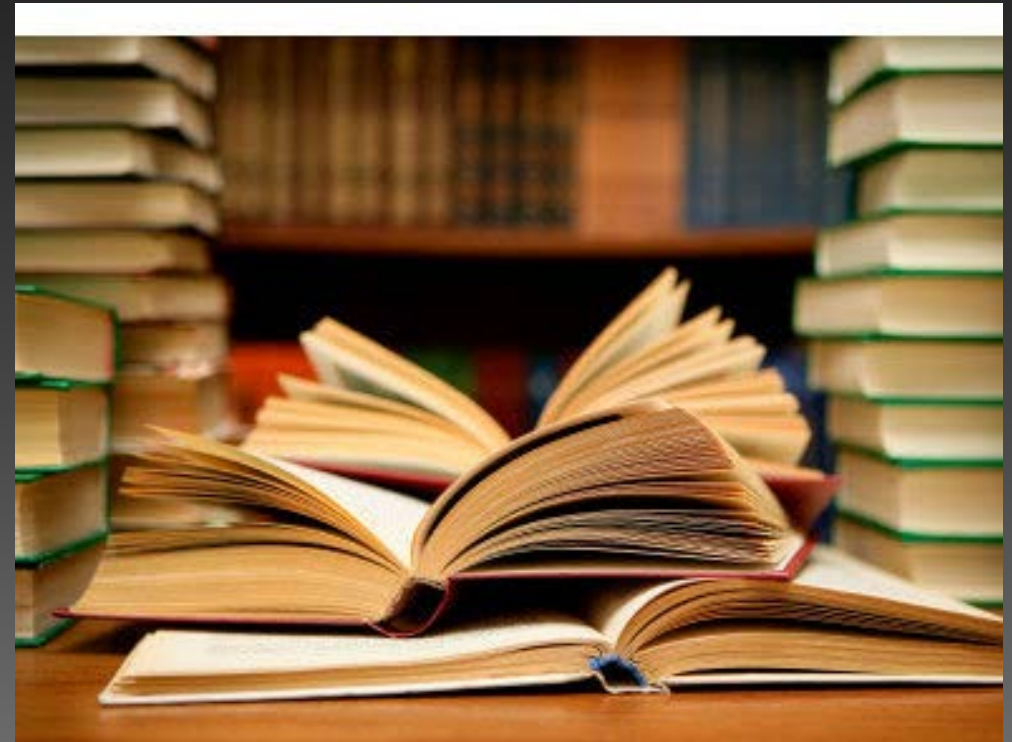
TIPS TO MANAGE YOUR TIME EFFECTIVELY



PSSSST...ARE YOU A READER?!

(YUVAL NOAH HARRIS – 21 LESSONS)

- 15 Benefits of reading:
- 1. Stimulates the mind;
- 2. Reduces stress and improves sleep quality;
- 3. Improves knowledge;
- 4. Expands vocabulary;
- 5. Enhances grammar;
- 6. Improves memory;
- 7. Ability to think analytically;
- 8. Expands creativity;
- 9. Improves communication skills;
- 10. Enhances focus and concentration;
- 11. Ignites emotions and spurs you into action;
- 12. Provides entertainment;
- 13. Strengthens the brain;
- 14. Increases empathy and makes you a better person;
- 15. Alleviates depression.



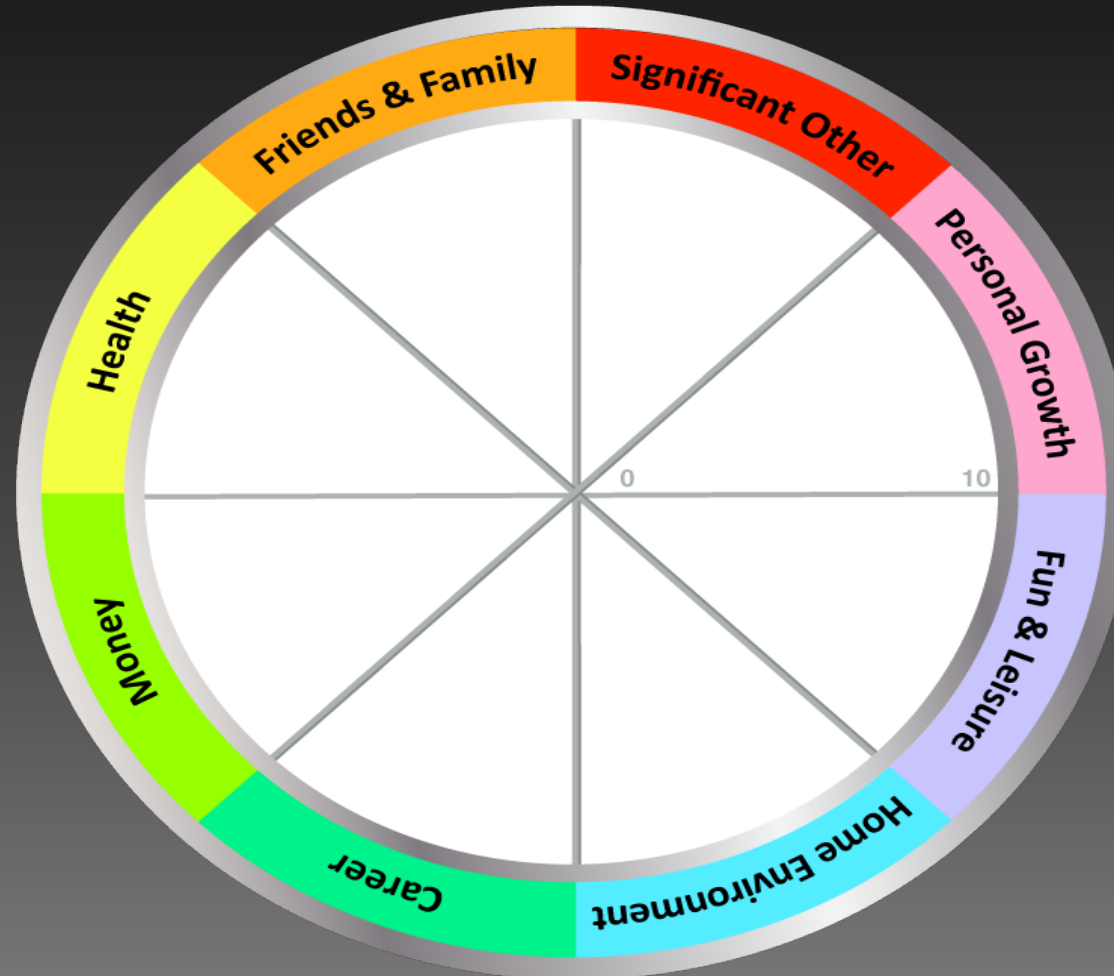
COMING TO THE WHEEL OF LIFE

. Goal Setting within
the Nine Dimensions

NINE DIMENSIONS (QUOTIENTS)

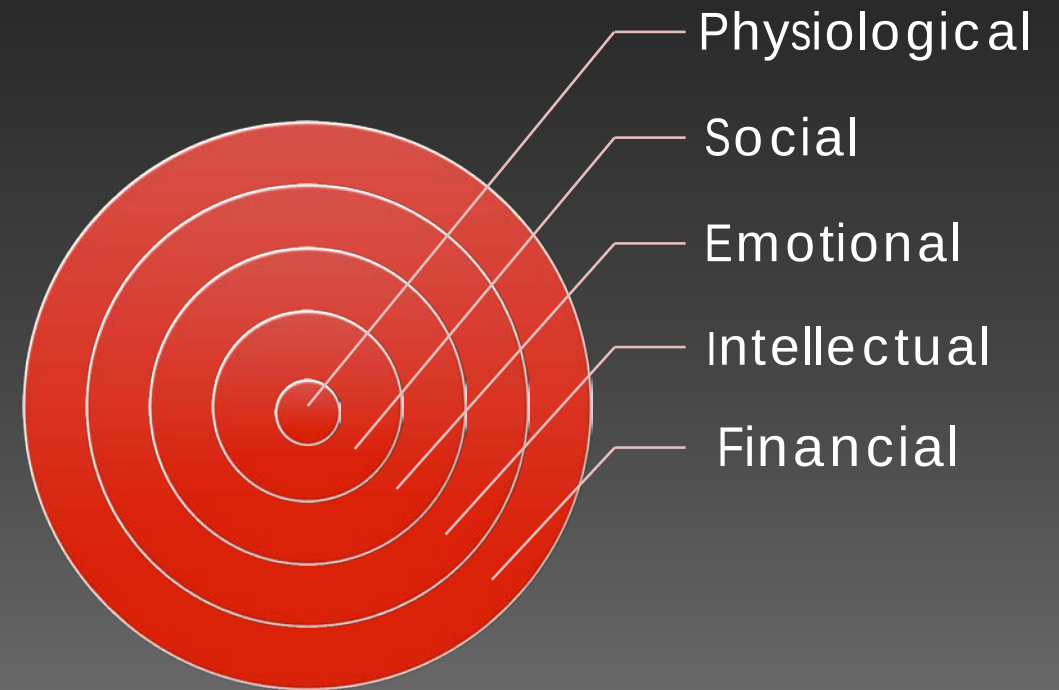
- 1. Health - Physiological
- 2. Friends & Family - Social
- 3. Significant Other - Emotional
- 4. Personal Growth - Intellectual
- 5. Career - Occupational
- 6. Money - Financial
- 7. Home Environment – Religious/Spirituality
- 8. Fun & Leisure - Leisure
- 9. Community - Charity/Volunteering

THE WHEEL OF LIFE



TASK : WHEEL OF LIFE

- Complete the Wheel of Life by scoring yourself honestly.
- **(1 = Poor; 10 = Excellent)**
- **Identify your strengths and build on them.**
- **Identify your areas of weaknesses and complete the Work-plan**



SPECIAL TASKS:

www.realworldtraining.co.za

- **Wheel of Life**
 - **Self Mastery Questionnaire**
 - **Self Mastery Work-plan**
 - **Life Goals Workbook**
- **Deadline:**
 - **31 March 2021**

TAKE HOME....

- The process of setting goals makes you succeed faster and more efficiently.
- It can fuel your ambition and help you achieve tangible results.
- A goal setting process will help you determine how to set goals that are specific, timely, and realistic.

SO, LET'S START SETTING GOALS!





Thank you for making time to learn and improve yourself.

For questions or queries please contact:

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Stay Safe. Stay Strong. And remain focused!