



TriMetrix®HD Project and Goal Focus

Project and Goal Focus

The ability to maintain your direction in spite of obstacles in your path; the ability to stay on target, regardless of circumstances.

Why is this skill important?

Your abilities in Project and Goal Focus are derived from your clarity and focus on self-direction and your appreciation for structure and order. If you are good at stayingProject and goal-focused, you will be able to stay on track while involved in a project, even if unforeseen obstacles arise during the process.

If you are good at staying focused, you will not completely ignore problems that arise, but you will stay on the path even if problems cause you to slightly alter course. In short, you will have the ability to keep a single task from diverting you from overall project goals. You won't get hung up on a small component of a much larger project—even if you are having difficulty with something, you won't let that hinder progress completely.

People who have poorly developed Project and Goal Focus are easily swayed from the prescribed or predetermined plan of action. Their focus can change quickly and without much effort, and they may require direct supervision in order to stay focused on a particular task or project.

Your abilities in Project and Goal Focus will directly influence how you are perceived by peers, managers, and employees. If you can't stay focused, not only will you not accomplish your own goals, but you will be unable to effectively direct other people or achieve corporate goals you are asked to work toward. But if you CAN stay focused, you will be given more autonomy—your managers will see that you are effective at working on your own to achieve goals. You will achieve your own goals with less effort and stress. And you will become known as an effective manager or team leader—you will make appropriate assignments and follow up properly on people's work without micromanaging them.

Essential components of developing your abilities in Project and Goal Focus include:

1. Defining your goals and/or accepting assignments from others.
2. Establishing clear-cut, reasonable project plans for each project.
3. Incorporating resources into your project plans and utilizing them effectively.
4. Being flexible about altering your course if unforeseen difficulties arise.
5. Keeping your desired end result in mind, regardless of the current status of your project.

People who have good Project and Goal Focus are go-getters who don't let minor—or even major—setbacks prevent them from reaching for and attaining goals they have set. Your best policy to remember when developing your own Project and GoalFocus is to remember the purpose, the desired outcome, and the goal of any and every project you work on. If you keep these factors in mind, you will make better plans that address every aspect of your project, you will meet important milestones that positively affect the outcomes, and you will be much more likely to meet or exceed the goals you set!

What are skills associated withProject and Goal Focus?

Someone who has mastered skills associated with Project and Goal Focus:

- Is able to stay focused on key issues without excessive distractions.
- Is able to effectively prioritize events in multiple projects with a view to reaching goals on all of them.
- Stays focused on key projects, regardless of "bumps in the road" or setbacks.
- Finds creative ways around unforeseen difficulties in reaching goals.
- Recognizes the most vital elements of a process that drive its most essential components.
- Operates with an eye toward results and doesn't waste time on irrelevant issues.
- Finalizes projects within parameters of time, budget and expectations.

How do you develop your ownProject and Goal Focus skills?

- Define goals for every project or task you are given or establish for yourself.
- Build written project schedules incorporating key milestones for each project.
- Always include cushioning time in your project plans.
- Make regular status checks—on your own work and any work you have delegated.
- If something new comes up, evaluate it in the context of existing projects—is it more or less important? Can it wait? Should you take time out from your existing work to manage it?
- Prevent unnecessary interruptions of new projects—delegate fairly or postpone your involvement as necessary.
- Advise people when you can reasonably complete or address new projects—don't over-promise your time.
- If you hit a snag in a current project, address it promptly.
- If you get ahead of schedule, take advantage of the time you have "gained" by finishing the project early, making improvements to it, or planning ahead.
- Define goals for every project or task you are given or establish for yourself.
- Build written project schedules incorporating key milestones for each project.

- Always include cushioning time in your project plans.
- Make regular status checks—on your own work and any work you have delegated.
- If something new comes up, evaluate it in the context of existing projects—is it more or less important? Can it wait? Should you take time out from your existing work to manage it?
- Prevent unnecessary interruptions of new projects—delegate fairly or postpone your involvement as necessary.
- Advise people when you can reasonably complete or address new projects—don't over-promise your time.
- If you hit a snag in a current project, address it promptly.
- If you get ahead of schedule, take advantage of the time you have "gained" by finishing the project early, making improvements to it, or planning ahead.
- Try to anticipate problems and troubleshoot them.
- Keep manager and staff advised of the status of key projects.
- Use resources effectively and fairly.
- Thank people who help you for their assistance in reaching goals.
- "Sell" your project's priority to outsiders—don't be timid about asking people for what you need.
- Stay mentally focused—review your progress and goals daily.
- Develop a master project schedule that incorporates key milestones for all of your projects—that way, you can compare and anticipate overlaps.
- Determine ways to use resources more effectively—group related assignments together and eliminate repetition/duplication of effort.

Project and Goal Focus

Activities

Activity 1: Project Focus

Think about projects that you have to work on right now.

1. How many things are you behind on?
2. Which projects are most important? Least important?
3. For each thing you are behind on, make a list of five key tasks that will help you get back on track.
4. Notify involved people of the current status and advise them of your "new" timelines.

Activity 2: Distractions

1. Do you get distracted easily?
2. Why?
3. What are typical distractions for you?
4. How can you avoid these distractions?
5. How do you waste time on your own?
6. How can you prevent yourself from wasting so much time?

Activity 3: Planning

Every morning for the next two weeks, set aside thirty minutes to prioritize your activities for the day and refocus your efforts on key projects. Come in early if you need to in order to avoid distractions. Make yourself a new "to-do" list each day—incorporate some elements that are long-term and some that are immediate needs.

Activity 4: Problems in the Past

Think carefully about a situation in the past that you had problems resolving, or a project that you had trouble completing.

1. What caused you to lose focus on the end goal?
2. How did you handle delays or unforeseen difficulties?
3. Was this project different from others you had worked on? Why? Did that cause the problems you had in finishing it satisfactorily?
4. What could you have done better?
5. What three things did you learn from this difficult project experience that will help you avoid similar problems in the future?

Priceless Professional Development LLC

www.motivatorsppd.com