



TriMetrix®HD Goal Directedness

Goal Directedness

The ability to stay on target regardless of circumstances; the ability to stay focused on the task at hand.

Why is this skill important?

Goal-directedness is a state of mind as well as a daily practice. To be successful in your profession, you must not only BE goal-oriented, but demonstrate your Goal Directedness. It has been said that the happiest people are those who are always going somewhere wholeheartedly—those who are goal-directed!

Something in our makeup as humans needs a challenge, an important mission to accomplish, a task that gives meaning and purpose to our existence. When we don't have that challenge, we get bored and depressed.

People who are goal-directed are perceived as setting and attaining far-reaching goals that add value in their organizations. Setting goals is not enough—you must achieve your goals and work well with others within your organization. If you can maintain your focus on goals of key importance while still maintaining an ability to manage day-to-day activities and rearrangements in priorities, then odds are you will advance within your company.

People who are not goal-directed may have an excellent work ethic and be committed to their jobs. However, they have difficulty seeing the “big picture” of what they do—as a result, they may work hard day after day on task after task, but not PRODUCTIVELY. A major problem with not being goal-directed is that they don't see how their small actions can and should contribute toward bigger goals.

Not only will poorly self-directed people frustrate themselves, but they may have a reputation for being unimaginative, unenthusiastic, and “not getting it.” It is essential that you set high standards for yourself and efficiently devote your time and resources to reaching clearly defined goals. Goal Directedness is about your own ability to focus on activities that are important to you—either personally or professionally—but to recognize the limits of your own resources. In this way, you can focus energy on the most critical goals while still having enough energy left to move creatively beyond obstacles.

There are three main components to being Goal Directed:

1. Establishing goals.
2. Sticking to a strategy for achieving those goals.
3. Measuring feedback in terms of progress toward the achievement of their goals.

What are skills associated with being Goal Directed?

Someone who has mastered skills associated with GoalDirectedness:

- Identifies steps and milestones required for the achievement of goals.
- Establishes goals that are realistic, reasonable, and attainable.
- Stays on target to complete goals regardless of obstacles or circumstances.
- Doesn't get delayed by circumstances or inertia.
- Is not easily delayed in the pursuit of goals.
- Initiates activity toward goals with speed, dispatch, and minimal procrastination.
- Is willing to commit the resources of time and energy to achieve goals.
- Ensures that effort being expended toward goals is the most effective, and the maximum use of time.

How do you develop your own skills in Goal Directedness?

- Believe that what you are doing right now is worth doing to the best of your ability; if it's not, either change your perspective or change your profession.
- Avoid the escapist mentality, don't hide your head in the sand or plod along hoping life will come to you. Great ideals and great accomplishments rarely come without some difficulty, but the rewards are priceless.
- Be a practical dreamer, in other words, marshal your energy toward the attainment of goals that really matter to you.
- Define your priorities carefully and re-evaluate them regularly.
- Make sure your priorities are in alignment with how you spend your energy.
- Be proactive about instigating new projects without being told to do so. Of course, You should always manage your assigned tasks first, but don't be afraid to take up a new challenge.
- Make your job more rewarding by redefining your role and/or the tasks you devote your energy to.
- Be specific about your goals and what you will do to achieve them.
- Break your goals into long, intermediate, and short-term goals and give them a timetable.
- Participate fully in the workplace, put in extra time and effort if they are needed to do a job well.
- Believe, with a deep conviction, that you can do it, whatever "it" is, whatever "it" means to you.

- Always look for new challenges. That is not to say that you should overextend; rather, seek to manage the essential tasks first, but search for opportunities for broadening your horizons or developing yourself professionally or personally.
- Learn to distinguish between what is important and what is urgent.
- Learn to do things better and in less time.
- If you are ahead of schedule, don't waste the "extra" time; use it productively!
- Once you have committed to personal and professional growth, don't stop until you have achieved your objectives.
- When you have met your goals, make a new list of achievements you wish to make.
- If you need to make a dramatic change, create a specific action plan. Always look before you leap, and be realistic about the results you expect from making the change.

Goal Directedness

Activities

Activity 1: Get Organized

In order to be Goal Directed, you must also be ORGANIZED! It doesn't help you much to set wonderful, attainable goals if you can't be organized enough to achieve them. In order to get yourself organized:

1. Buy a personal planner or Personal Digital Assistant (PDA).
2. Learn a reliable system of keeping track of priorities and activities—many planners come with useful tools to help you do this.
3. Buy a whiteboard for your office or cubicle—use it to reinforce your priorities and required activities.
4. Make a preliminary list of duties or appointments that you know are pending.
5. Import those items into your planner.
6. Every morning, set aside 15 minutes to review your schedule for the day, update your task list, and prioritize daily activities.
7. At the end of each week, look back at the previous week's activities.
 - a. What did you not accomplish that you had hoped to accomplish? Can you make it a priority this week?
 - b. What did you accomplish that you feel proud of? What can you do this week to build on the success of that endeavor?
8. At the beginning of each week, look at the upcoming week:
 - a. What tasks from last week still need to be accomplished this week?
 - b. What new priorities have you set for yourself or learned about from your manager?
 - c. What are your “big picture” goals for the week? Write them down.
 - d. What appointments or meetings do you need to schedule?

Activity 2: Goals and Expectations

Write down some personal statements about personal and professional goals you are committed to attaining. Don't forget to relate your goals to your company's mission statement or departmental plan. Be sure to define what results you expect of yourself and/or your organization.

Goal	Results I Expect
1	1 2 3
2	1 2 3
3	1 2 3
4	1 2 3
5	1 2 3

Activity 3: Changes

What organizational or personal changes are potentially upcoming in your life? Make a list and try to think ahead to how you will manage these situations calmly and efficiently.

Organizational Changes

How Will I Handle This?

Personal Changes

How Will I Handle This?

Activity 4: Important versus Urgent

Have you ever felt that you can't slow down—you're always busy—but you never seem to accomplish the things you think are important? Do you feel like you are always putting out fires but never figuring out what caused the fire in the first place? Do you set good goals, but feel like you never have time or energy to reach them?

For the next week, take a few minutes at the end of each day to assess the activities that happened that day. At the end of each day, write your answers to the following questions:

1. Which things did I work on that were truly important? (List 3-5 activities)
2. Which things did I work on that were urgent? (List 3-5 activities)
3. Did I spend more time putting out fires, or more time planning to avoid fires?
4. How can I adjust my habits so I am focusing on the truly important things more often than I am responding to "fires"?
5. What could I have done today to help me reach one of my key goals?

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