



TriMetrix®HD Personal Commitment

Personal Commitment

The ability to focus and stay committed to a task; the measure of a person's internal personal commitment without any external influences or pressures.

Why is this skill important?

A person with a good score in this capacity will maintain a consistent level of activity toward a task and will stay busy with little direct supervision. He or she will work steadily at tasks and stick solidly to their beliefs and goals.

Sticking to your beliefs and goals will earn you not only personal satisfaction but professional success, because doing so will help you get results. And getting results is important for your career and for your organization's bottom line. If you are perceived as setting and achieving far-reaching goals that add value in your organization, odds are you will advance within your company. However, setting personal goals is not enough—you must achieve your goals and work well with others within your organization to meet wider organizational objectives.

Unfortunately, people with poorly developed Personal Commitment will be easily distracted from the task at hand. In fact, they are so easily distracted that distractions don't have to be from an outside source, but can be daydreams or random thoughts. These people may also have difficulties maintaining a sense of focus or direction toward obtaining personal or professional goals.

An essential part of Personal Commitment is your attitude and willingness to focus! You must believe in your ability to get results on projects that are important—both to you and to your organization. Effective leaders act independently to define and achieve objectives without supervision. If you want to be seen as a leader in your organization, you must be more than just knowledgeable about your subject area or profession. Rather, you should establish ambitious and challenging goals and become known for achieving them.

You may become an expert at defining your priorities, seeking and accepting feedback from others, and achieving every goal you set for yourself. But more likely, from time to time, you will feel a lack of commitment to your job or a lack of satisfaction with what you are doing from day to day. When this happens—and it does to all but the luckiest—it is critical that you focus on your commitment to your career and to your personal growth.

What are skills associated with Personal Commitment?

Someone who has mastered skills associated with Personal Commitment:

- Has an internal drive for achieving success.
- Is motivated and enthusiastic about achieving key objectives.
- Maintains a constant, consistent level of activity on key tasks.
- Stays busy and productive with little direct supervision.
- Is confident in his or her beliefs and acts on them with commitment.
- Is not easily distracted by irrelevant projects or unimportant details.
- Does not wait for approval before making progress.

How do you develop your own in Personal Commitment?

- With your company's mission in mind, define your goals, both personal and professional. Where do you want to be in six months or a year? How would you like to improve yourself? How would you like to be perceived at work?
- Think about possible organizational or personal changes upcoming in your life. Try to set goals related to managing these changes.
- Focus your energies on accomplishing goals that are important to your management or organization.
- See if you can move a step above and beyond what is expected of you to add value to your organization or department.
- Make sure that excessive concern about quality, accuracy, etc., is not preventing you from attaining your departmental or organizational goals. Try to look at projects as a whole and your tasks as parts of the whole.
- Define your priorities, and see if they are in alignment with how you spend your energy.
- Make your job more rewarding by redefining your role and/or the tasks you devote your energy to.
- Participate fully in the workplace—put in extra time and effort if they are needed to do a job well.
- 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.
- Ensure that you have quality processes in place—if you don't, you probably won't achieve quality results.

- Challenge yourself and monitor your progress toward achieving key goals.
- Make sure the goals you set for yourself and others are measurable and reasonably achievable.
- Keep key individuals in your organization informed about what you and/or your department are doing.
- Follow up on outstanding issues and bring them to a close.
- Convey a sense of urgency on projects that need it. Let others know that their cooperation is essential to achieving a difficult deadline. Tell others when you are working on a critical project.

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Activities

Activity 1: Top-Level Planning

Develop a plan for an upcoming activity in your department. Identify a project that involves multiple resources and a significant amount of time to accomplish. Then, try to complete the following tasks with that project in mind:

1. Project Name
2. Set a deadline for completing the plan you are creating.
3. If necessary, establish a budget for the project.
4. Determine how the project fits in with organizational objectives.
5. List up to five specific critical goals related to accomplishing this project.
6. List as many more or less critical goals as you can think of.
7. Prioritize your list of goals based on how important each task is, what tasks are related to others, and/or timelines.
8. For each goal, determine who should participate in reaching the goal and what their deadline is for accomplishing it.

Once you have completed your planning process, confirm the completed plan with your management to determine if it is accurate and complete.

Activity 2: Personal and Professional Growth

- Make a list of five personal goals you want to achieve.
- Make a list of five professional goals you want to achieve.
- Why are each of these goals important to you?
- What does achieving each goal mean to you?
- Why should you be committed to attaining each goal?
- List two things you can do to ensure you start making progress toward reaching EACH goal.

Activity 3: Measuring Progress

Get a copy of your job description and your most recent performance appraisal. Review each document carefully, then answer the following questions:

1. What are your top three job priorities for the next evaluation period?
2. Have you made progress toward any of these priority items?
3. If not, why not?
4. If so, what remains to be done?
5. Is it realistic to think you can achieve these priorities within the evaluation period?
6. If not, why not?
7. What constitutes success at completing the priority task or behavioral change?
8. When should you review your progress again?

Activity 4: Learning from Others

Think about several people you know who are enthusiastic, committed to their jobs, and have demonstrated success at it. If you can, choose one person who is at the top-most level of your organization, one person at your level, and one person who is below you on the organizational chart.

1. Talk with each person about where he or she gets motivation from.
2. Ask each person about what makes them feel enthusiastic about their jobs.
3. Ask each person what he or she does to stay on track with key tasks.
4. Ask each person what some key personal and/or professional goals they have set are.
5. Ask each person what his or her advice to you would be for improving your personal commitment.

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