Define and Achieve Your Goals:
Determine what you want and then make it happen

Thank you for joining.
The webinar will begin shortly.

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Define and Achieve Your Goals:

Determine what you want and then make it happen

Presented by:
Natalya H. Bah, GWSB MSPM '06
June 10, 2015
12:00 - 1:00 PM ET
Agenda

• Overview of the Define and Achieve Your Goals™ Process

• The 4 Steps to Help You Define Your Goals

• The 5 steps to Pursue and Successfully Achieve Your Goals

www.defineandachieveyourgoals.com
The Define and Achieve Your Goals™ Process

Define

- Clear the Clutter
- Know Yourself
- Ask Why 5 Times
- Make Your Goal SMARTER

Achieve

- Define the Steps
- Create a Schedule
- Prepare for Risks
- Keep the Goal Front & Center
- Do the Hard Work
To Define
to explain the meaning of to show or describe (someone or something) clearly and completely


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Define

Clear the Clutter

Write down the goal
Answer Focus Questions about the goal

Can you visualize achieving this goal?
Why is accomplishing this goal important to you?
What would you do if you knew you wouldn’t fail?

No one can hit a target with their eyes closed. ~ Paul Coelho
My Goal

Example

My goal is to write, publish and sell a book for parents about how to help their children develop project management skills.
Your Goal Example
Self-assessment
Strengths, Interests and Motivational Drivers (Needs)
Ask Goal Support Questions

Will achieving this goal utilize your interests and strengths?
Will achieving this goal help meet your needs?

*Know thyself and all will be revealed.*
~ Pamela Theresa Loertscher
The Birkman Method®

AREAS OF INTEREST

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<thead>
<tr>
<th>Less Similar</th>
<th>More Similar</th>
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<tr>
<td>Artistic</td>
<td>Creating imaginative works of aesthetic value, expressing ideas artistically. Working or performing in the visual arts.</td>
</tr>
<tr>
<td>Literary</td>
<td>Creative interest in writing and in sophisticated language skills. Indicates appreciation for abstract ideas conveyed in various mediums and materials.</td>
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Poll Question
Define

- Clear the Clutter
- Know Yourself
- Ask Why 5 Times

Get to the root of why you want to achieve this goal

Think back to your knowledge about yourself

Ask ‘why’ five times about every matter.
~ Taiichi Ohno
My Goal Example

1. I’m passionate about project management.

2. I want to teach my own kids to have project management skills.

3. I’ve always wanted to write a book.

4. I believe parents will benefit from and utilize this type of knowledge.

5. It will be fun to work on the exercises with my kids.
Specific
Measureable
Attainable
Realistic
Timely
Enjoyable
Rewarding

Success is liking yourself, liking what you do and liking how you do it. ~ Maya Angelou
Basic Goals:
Make more money

SMART Goal:
Make 15% more during this calendar year through finding 10 new clients

SMACTER Goal:
Develop 10 new relationships through new business development activities (lunches, golf, sporting events)

Win the agency award for increasing my sales by 15%
My Goal Example

Basic Goal:
Write, publish and sell a book about project management for kids

SMART Goal:
Within 1 year, write, publish and sell at least 50 copies of my book PROJECTion for Kids: Preparing Kids for a Lifetime of Projects

SMarter Goal:
Test out all the activities in the book on my kids. Attain my long time goal to publish a book
Your Goal Example
Define

- Clear the Clutter
- Know Yourself
- Ask Why 5 Times
- Make Your Goal SMARTER
Achieve Your Goal

To Achieve
Reach or attain (a desired objective, level or result) by effort, skill, or courage.


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One may walk over the highest mountain one step at a time. ~ John Wanamaker

Achieve

- Define the Steps
  - Make a list of the necessary steps to achieve the goal
  - Ask Step Defining Questions
    - What steps will it take to complete the goal?
    - What order do the steps need to be done in?
    - How long will it take to complete the steps?
    - Do I need others to help me complete the steps?

Use tools such as Mind Mapping Xmind.net
My Goal Example

Write and Sell a Book

- Write
  - Monthly blog posts
  - Detailed outline of book
  - Writing schedule
  - Real life stories for sidebars
  - Final draft of book
  - Editors

- Blog
  - Logo
  - Blog site set up
  - Write monthly blog posts
  - Photos and Links
  - Ability to link to FB

- Publish
  - Talk to publishers
    - Research self publishing
    - Make a decision about publishing
    - Publish

- Spread the Word
  - Facebook posts
  - LinkedIn articles
  - Business cards
  - Presentations about the subject
  - Logo
  - Book art

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Achieve

Define the Steps

Create a Schedule

What order should I do the work in?

How much time will it take to get it done?

Who else do I need to help me?

Assign due dates using tools such as Asana.com

Everyone needs deadlines.
    ~ Walt Disney
# My Goal Example

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Achieve

- Define the Steps
- Create a Schedule
- Prepare for Risks

What could affect my ability to complete the steps?

What could make it even easier for me to achieve my goal?

To be alive at all involves some risk.
~ Harold MacMillan
My Goal Example

Other work will affect my ability to keep up with the writing schedule.

My editors may not be able to review the work in the time I need which would delay my ability to finish on time.

If the blog goes viral, I’ll have a lot more interest in the book.

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Achieve

☐ Define the Steps
☐ Create a Schedule
☐ Prepare for Risks
☐ Keep the Goal Front & Center

Talk about it
Visual reminders

Whiteboard
Post-It Notes
Password

Failure will never overtake me if my determination to succeed is strong enough.

~ Og Mandino
My Goal Example

Changed my iPhone passcode to text
Passcode is ‘book4kids’
Achieve

- Define the Steps
- Create a Schedule
- Prepare for Risks
- Keep the Goal Front & Center
- Do the Hard Work

Pursue the goal
Complete the steps
Stay on schedule
Utilize your strengths, interests and needs help you achieve your goal

*The dictionary is the only place that success comes before work.*  ~ Vince Lombardi, Jr.
Achieve

- Define the Steps
- Create a Schedule
- Prepare for Risks
- Keep the Goal Front & Center
- Do the Hard Work

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Process

Know Yourself

Ask Why 5 Times

Make Your Goal SMARTER

Define the Steps

Create a Schedule

Prepare for Risks

Keep the Goal Front & Center

Do the Hard Work

Clear the Clutter

GOAL SUCCESS

Keep the Goal Front & Center

Create a Schedule

Define the Steps

Make Your Goal SMARTER

Ask Why 5 Times

Know Yourself

Clear the Clutter

Do the Hard Work

GOAL SUCCESS

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What would it feel like if you achieved your goal?
Questions?

Please visit my website
www.defineandachieveyourgoals.com
or
Contact me directly at
Natalya@NatalyaBah.com

For more information on PROJECTion for Kids, please visit: Projection4kids.wordpress.com