

Inspiration Sheet: Goal Setting

The purpose of this document is to inspire creative thought, open avenues of thinking, and educate and inform on the topic of goal setting while working with a professional coach. Take in what resonates with you, explore what intrigues you, and leave the rest. Relax and enjoy the journey – you can't get it wrong!

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Introduction

When you work with a professional coach, your coach will ask about new or existing goals so they can support you on your journey toward achieving or completing the goal.

Old-school SMART goals are based on the principle that goals can be more easily achieved if they are:

S	Specific	State the goal specifically enough so that you know what you're trying to achieve.
M	Measurable	State the goal in terms so you will know that you've achieved the goal.
A	Action-oriented	Indicate what you can do to reach the goal.
R	Realistic	Given our time-space reality, state the goal so that it is achievable.
T	Time-bound	State the deadline for the goal.

SMART goal Setting from The Coaches Training Institute offers an updated spin on the old favorite:

S	Specific	To be achievable, the goal must be specific. What do you want to accomplish?
M	Measurable	The goal must be measurable and have a date attached to it. How will you know that you've accomplished it?
A	Accountable	In moving toward a goal, it is useful for you to have your coach hold you accountable for achieving it. Consider how this can best be designed.
R	Resonant	Resonant goals are what move you toward your BIG life goals, or toward who you are becoming. Is this goal something you truly desire? Will working to achieve it take you toward the resonance of fully honoring your values? Your coach can help you find resonance in your goal, or help you let go of the goal.
T	Thrilling	Goals can be so thrilling – and even scary – that you can't wait to get started! Your coach will encourage you to set goals that have you stretch, that call you forth to new capabilities and power, that push and pull you forward into a bigger life.

Sample Goal Setting Topics

Professional Development

- Build high performing team (greater than the sum of its parts)
- Build self-confidence
- Coach and mentor for performance and development
- Communicate effectively with colleagues, upper management, etc.
- Delegate effectively
- Improve emotional intelligence: self-awareness, self-management, empathy, relationship building
- Improve interpersonal skills: motivating, presenting, resolving conflict, delivering bad news
- Increase capacity to influence and engage stakeholders
- Increase level of professionalism, efficiency, etc.
- Learn stress relieving techniques
- Learn what is required to enhance performance
- Manage workload and create work-life balance
- Maximize leadership presence
- Optimize and/or strategize for maximum output with minimum resources
- Recognize, acknowledge, and appreciate the work and success of others
- Refocus career
- Understand and lead others through psychological impact of organizational change
- Undertake successful succession planning

Personal Development

- Become the person you aspire to be
- Define and execute a personal development plan
- Determine and balance your lifestyle
- Enhance the quality of your life
- Fulfill aspirations
- Identify and develop strengths, learning techniques, or methods to achieve wisdom
- Identify your values
- Improve your awareness, knowledge, potential
- Restructure your priorities

Questions to Ponder

Here are some questions to consider as you start setting goals:

Outcome related considerations

1. What is it that you want? Is this an 'end' goal or a 'means' goal?
2. What is the specific outcome you want? Why do you want this? Why is this important to you?
3. What is the feeling this goal will bring you? What is the pain of you NOT achieving this goal?

Values considerations

4. Is this goal in line with your life vision, or your overall life-plan? If you're not sure, what does your gut tell you?
5. Is this goal aligned with your values? If you're not sure, will this goal help you achieve more of what is important to you in life?
6. Is the goal something you want, or is it something you think you 'should' have or 'should' be doing? If 'should' enters the conversation, you may be entertaining someone else's goal.
7. When you think about your goal does it give you sense of deep contentment, 'rightness,' happiness, and/or excitement? These are signs of a healthy goal.
8. If you could have the goal right now, would you take it? If not, why not? What issues or gaps exist?
9. How does this goal fit into your life and lifestyle? Consider time and effort commitments. Consider others who might be impacted?

Obstacles considerations

10. Can you start and maintain this goal? Do you have complete control over achieving it?
11. How will making this change affect other aspects of your life?
12. What is good about the current situation? What is the benefit of staying right where you are? How can you keep the good aspects while making this change?
13. What might you have to give up or stop doing to achieve this goal? What's the price of making this change? Are you willing to pay it?
14. If there was something important around achieving this goal (to either help you succeed or get in the way) that you haven't mentioned, what would it be?
15. Who will you have to be to achieve this goal?

Goal Sizing Considerations

16. Is your goal the right size to be working on? Too big? Break it down into smaller goals. Too small? Fit it into a larger goal.
17. What would be the minimum, super-easy level of goal to achieve?
18. What would be your target level of goal to achieve?
19. What would be your extraordinary level of goal to achieve?

Resource considerations

20. What resources do you already have to help you achieve your goal? (e.g., things, support from people, contact, personal qualities, knowledge, skills, money, time, etc.) Make a list!
21. What resources do you need to help you achieve your goal? Make a list!

Create affirmative goals to inspire yourself (not beat yourself up)!

Goal Setting Process and Worksheets

Many resources are available that describe goal setting processes and provide templates for recording goals. For example, Mindtools.com has this wonderful description and process for goal setting:

<https://www.mindtools.com/page6.html>

You may choose to use the process above and sample worksheet below, or choose one of the many others available online, or you can create your own or use an old favorite. You may also record your goal or goals directly into a document or journal. Recording a goal is an important step in being able to move toward it:

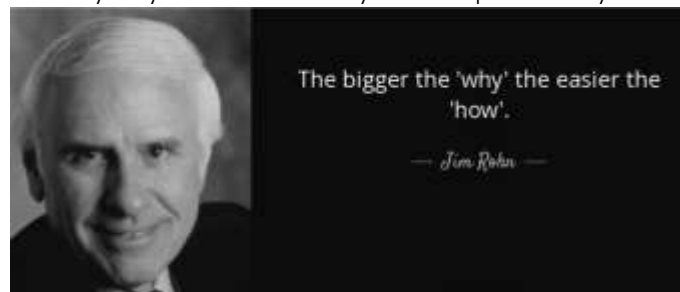
Here is a goal setting worksheet from Jack Canfield: <http://jackcanfield.com/wp-content/uploads/2013/12/Decide-What-You-Want-Worksheet.pdf>. Also, in this transcript of an interview with Jack, <http://www.shareguide.com/Canfield2.html>, he talks about goal setting, and the difference between coaches and mentors.

Food for Thought

Sometimes the goals we set for ourselves are merely indicators of the need for change and are useful in getting us moving in the right direction. But it is possible that once we try out what seemed so ideal, we may find that it doesn't suit us, or make us feel the way we had hoped. By embarking on the path slowly, we have the chance to look around and consider other options as we learn and grow. We have time to examine the underlying values of the desire for change and find ways to manifest those feelings, whether it looks exactly like our initial goal or not. Taking small steps forward gives us time to adjust and find secure footing on our new path. - *Madisyn Taylor, Dailyom.com*

Set your goals to meet your own needs and your definition of personal and professional success. Make goals clear, meaningful, and realistic. Clarity is critical. With clear goals, you will keep trying despite obstacles or difficulties. Goals can help you when the going gets tough and powerful emotions arise. Achieving small goals help you to be more confident and more easily set and achieve larger goals.

Why do you want this? Why is this important to you?



Other Ways to Get Started

Consider conducting the Balance Wheel exercise, and extrapolate goals from the results! (See page 2 of <http://www.coactive.com/docs/resources/toolkit/pdfs/18-Wheel-of-Life-Exercise.pdf>.) Your coach can help you debrief the exercise.

Another way to start to identify goals is to better understand your values. You can use a values inventory list to help you identify your values. This one has >400 values listed:

<http://www.stevpavlina.com/blog/2004/11/list-of-values/>. You can also think back to times in your life when you experienced moments best described as feeling or being “in flow,” or as a “peak performance” moment. Write a description of these events and bring them into discussion with your coach.