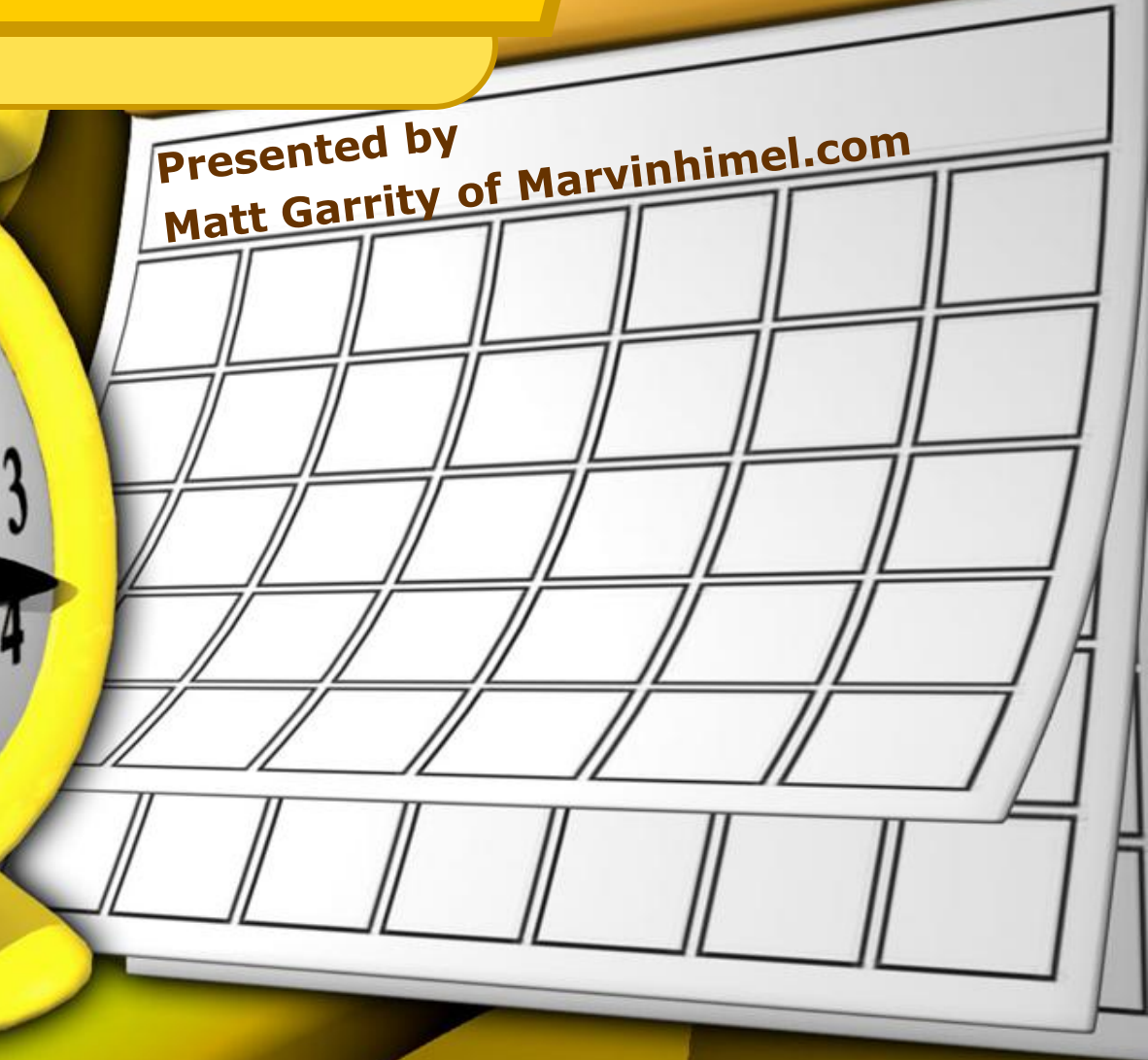




Goal Setting

**Presented by
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Myths of goal setting and time management

- Good time managers are born not made. Some people seem to be more naturally organized, but everyone can learn to manage his/her time.
- Effective time management is the same for everyone. Time management is unique for each person because each person has different priorities and goals.
- Activity is good in itself. Being busy is not the same as being effective, if time is spend on low priorities.

If Only

**“If I only had a few more hours in the day!”
How many times have you said this before?**

**Time management skills are now taught to
people to help them gain a *sense of
control* over personal responsibilities.**

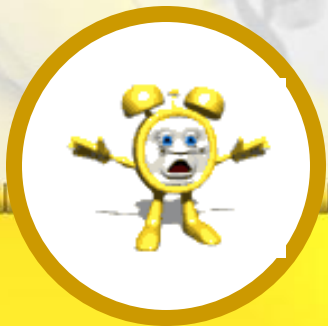
In sync with your values

Time Management must support your values and priorities

- Decide what is most worthwhile or desirable to you.
- Knowing what you hold dear gives your life direction.
- Focus the majority of time and energy on these values.
- Look to your values and priorities to help you choose from alternatives.

Clarifying Values

***Things which matter
most must never be at
the mercy of things
which matter least***



Identifying Values

Activity #1:

Looking back: Identify your values

Close your eyes, take a few deep breaths, and relax. Imagine yourself in a favorite place where you can take a few minutes to think. The time is many years from now. You have lived a long and full life. Reflect upon your life from this mature vantage point. What did you most enjoy experiencing and doing? What did you most appreciate accomplishing? What did you feel the most thankful for? Write down your answers.

Identifying Priorities

Activity #2:

Here and now-Identify highest priorities

Return to your relaxed position and imagine yourself again in your favorite place. This time, you are still your current age. You have just learned that you have a rare illness that has no symptoms but will kill you in six months. Given only half a year to live, what do you want to experience, do, accomplish, and have? Write down your answers.

What did you learn?

1. Compare your answers from Activity 1 and Activity 2.
2. Are they the same or different?
3. Combine your lists.
4. Order your values from the most to the least important to you
5. This is your list of values and priorities...keep it handy, you will continue to work with them.

Prioritize

- Use the 80-20 rule originally stated by the Italian economist Pareto.
 - 80% of the outcome comes from 20% of the tasks.
 - Identify the 20% that is most important and then prioritize your time to concentrate the most effort on those items.
- Flag items according to importance by giving them an A, B or C priority, with A being highest priority.
- Set deadlines for tasks to focus on your priorities.

Honoring Your Values

Activity #3:

Honoring your values and priorities

Take a few moments to write down the changes you will make.

It is unlikely that you will do activities every day that reflect each of your values and priorities, but you can integrate all of your values and priorities into activities that you plan on a weekly or monthly basis.

Designing effective goals

Ask yourself these questions when designing a goal:

1. Is this a goal I want to devote time and energy to accomplish?
Is it a dream or are you willing to sacrifice and work for it?
2. Is this goal consistent with my highest values/priorities?
Make sure that it fits it with what is truly important to you.
3. Is this goal achievable?
Is it specific? measurable? Do you have the resources for it?

Setting Goals

Activity #4:

Review your list of values/priorities.

Write one or more specific goals for each of your priorities.

- Long-term goals will take you five or more years to accomplish.
- Medium-term goals will take you between one and five years to reach.
- Short-term goals can be achieved within one year.

Schedule your time

1. Start with a list of “things to accomplish” – what you want to complete by the end of your week
2. Start the list with a “to do” for each day. Put it on paper
3. Each morning refine your list
4. Prioritize your list with an A for the most important, B for the next level of importance, and C for the least important
5. Prioritize your A’s, B’s, and C’s
6. Pick the time of day you want or need to work on an activity – allot time per activity
7. Don’t schedule every minute of the day
8. Schedule the most difficult task for your most productive time of the day – do it first!
9. Set aside some time to think and relax

Handling interruptions

- Intercept interrupters before they get into your office – talk to them as you slowly walk away from your office (to the bathroom, mailroom, etc.)
- If they want to meet, go to their office – you can leave when you want!
- Explain you are busy on a priority task, you want to give them the time they deserve, you'll get with them later
- Have something on each chair in your office – they can't sit down
- Stand up when they come in – remain standing and glance at the clock

Minimize telephone interruptions

- Do easy jobs while on the phone – sign papers, read if you are waiting, organize your desk and papers, open mail
- Develop a plan for screening and delegating calls – train people how to answer the phone
- Don't interrupt someone else with an unimportant phone call simply because you want to talk
- Return all your calls at one time
- Analyze the times when most calls come in – is there a trend?

Controlling paperwork

- Don't let it get on your desk – go through mail, tossing junk mail, and organizing the rest
- If possible, handle a piece of paper only once – if you can't complete action required, do at least part of it
- Read you mail with a pencil in hand
- Have file folders ready to organize

Divide Big Tasks into Smaller Ones

- A big task may seem daunting and lead to procrastination.
- A stress reducing time management technique is the "pizza" method.
 - This involves cutting the big task into small "slices" and then doing each of the smaller tasks in short manageable time slots.
 - Often it is easier to do a big task in eight time slots of 30 minutes, rather than in one four-hour session.
 - By doing a little at a time you will eventually complete the task.

Procrastination

- Stop worrying – just do it!
- Start small
- Count the cost of not doing
- Look for hidden rewards and payoffs you may be receiving for procrastinating
- Confront negative beliefs
- Take responsibility for your action/inaction
- Tie a distasteful activity to one you enjoy
- Reward yourself

What is stopping you?

Activity #5:

What activity are you avoiding?

1. Compare it with the list of priorities and values. Does it violate one of these?
2. If it is a value, perhaps you need to re-examine if it is truly a value.
3. What tips can you use from the previous slide to stop procrastinating?
4. Write it down.

Time's Up!!

- Questions?
- Comments?



Resources

10 quick tips for time management

<http://stress.about.com/cs/timemanagement/a/aa041601.htm>

Why we over-commit

<http://stress.about.com/od/timemanagement/a/overcommit.htm>

Time Tips

<http://www.getmoredone.com/tips.html>

Time management by Covey

<http://www.imt.net/~randolfi/time.html#Top%20of%20page>