

A 60 MINUTE WORKSHOP

Achieving Your Goals



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The Roman philosopher Seneca said, “Luck is when preparation meets opportunity.”

As you set out to achieve your goals, either long-term career goals or current job goals, how can you prepare for success? How do you seek out opportunity?



Distribute Handout #1 to the group.

- **Picture Your Goals.**
- **Align Your Attitude Toward Success.**
- **Ready Yourself With Instruction and Inspiration.**
- **Enlist The Support of Others.**
- **Practice In Your Mind.**
- **Revise Your Goals Whenever It's Appropriate.**
- **Expect Success... and a Few Setbacks Along The Way.**

PICTURE YOUR GOALS

Group Question: What are your one year, five year, and ten year career goals?

Ask the group to write down two goals: one short-term and one long-term. Encourage participants to write clear, specific goals.

Ask a few people to share their goals with the group. Coach them if their goals are vague. This will help everyone see the importance of having clearly defined goals.

Give participants enough time to make sure their goals are clear before moving on to the next steps in the process.

ALIGN YOUR ATTITUDE

Creating success is a matter of attitude. You must believe you can succeed in order to do so. Have a brief discussion with the group and ask them the following question:

Group Question: Do you believe that success is a matter of attitude? Why or why not?
How can you improve your attitude? Has attitude ever gotten in the way of your success?

READY YOURSELF

Explain to the group that they will need instruction as part of their preparation. Ask participants to pair up and share with each other what they need in terms of inspiration and instruction. Give them five minutes to do this.

Group Question: Who or what inspires you in terms of achieving this goal? Do you need any special education or training to achieve your goal?

ENLIST THE SUPPORT OF OTHERS

Rarely, if ever, can we achieve our goals by ourselves—we need a team, a fan club, a support group, a mentor, a champion.

Group Activity: Ask participants to make two lists. The first is a list of people whose support you already have; the second list is the people whose support you need but do not yet have.

Ask a few participants to tell the group who is on their lists. Acknowledge how difficult it can be to ask for help. Most of us prefer to be self-sufficient and independent; however, often, the most successful people are the ones who know how to ask for help.

PRACTICE IN YOUR MIND

There is considerable research supporting the value and importance of mental rehearsal. Olympic athletes, great performers, and successful people in numerous fields all attest to the critical role that mental rehearsal plays in their achievements. If you picture success in your mind, you greatly increase your chances of being successful when you take action toward your goal.

Use a short guided meditation to walk participants through the process of achieving their goals. Take at least three or four minutes to do this. When you've completed the meditation, ask the group members how they feel. Are they more confident they can achieve their goals?

Note: Sometimes it helps to take a big goal and break it down into smaller goals. This technique can help you see the specific steps or milestones you'll achieve on your way to your ultimate goal.

REASSESS AND REVISE YOUR GOALS AS NECESSARY

Our goals are constantly changing. The important thing is to have goals, even if you change them. Circumstances change. People change. Goals need to be flexible. It's OK to change your mind.

Group Question: Do you remember a time when you changed a goal?

Invite a few participants to share their experience. Spend five minutes doing this.

EXPECT SUCCESS... AND A FEW SETBACKS ALONG THE WAY

This is a corollary to ALIGN YOUR ATTITUDE. We emphasize it because it is the most important item on the list. You get what you expect both at work and in life. It's essential to understand that positive expectations set the stage for positive results.

Of course, it's also important to expect that you'll have a few setbacks along the way. Finding YES in the LAND of NO is not easy. Don't be surprised when you hit a few bumps. If you do not expect setbacks, you will likely feel blind-sided when they happen.

Break your group into smaller groups. Ask them to spend about ten minutes sharing stories about instances when they encountered setbacks and how they overcame them.

Bring the group back together again and ask for a couple people to share their success stories. Thank the group.

(Optional 10 to 15 Minute Break)

Introduce the second topic:

Opportunity

Review Handout #2 with group participants. Ask the group to brainstorm about how and where to look for opportunity at work, how to recognize it, how to enroll others, and how to handle any fear that may arise.

The goal is to help participants see that they are not supposed to sit and wait for OPPORTUNITY to happen. They need to seek it out, watch for it, and stimulate it when possible.

How do you seek out and find OPPORTUNITY?

- **Open Your Mind.**
- **Pursue What Interests You.**
- **Pay Attention To Your Environment.**
- **Open Your Eyes And Ears.**
- **Reach Out and Build Relationships.**
- **Talk About What's Working Well and Build On That.**
- **Understand Others' Goals.**
- **Never Burn Bridges.**
- **Interest Others In What You're Doing.**
- **Take Time To Relax and Reflect.**
- **Yawn In The Face of Fear.**

OPEN YOUR MIND

Once again, this discussion begins with your mind: your attitude and thoughts. If we want opportunities, we need to think about them.

PURSUE WHAT INTERESTS YOU

If something interests you, follow it. When something or someone intrigues you, learn more. Chances are if you are interested in something, you will meet others who are as well. And in meeting those people, you might create opportunities together.

PAY ATTENTION TO YOUR ENVIRONMENT

Notice the trends in your business and organization. What are people excited about? Often, where there is excitement, there is opportunity. What problems are people struggling with? Where there are problems there is also opportunity. Who or what is the competition? Sometimes competitors present opportunities, too.

OPEN YOUR EYES AND EARS

Listen to what others are saying and watch what they are doing. Keen observation skills will help you quickly and accurately spot opportunities.

REACH OUT AND BUILD RELATIONSHIPS

Business is all about relationships. Life is all about relationships, too. Opportunities almost always come through other people. Therefore, you want to have a strong, active network of relationships at all times. It takes time and energy to invest in building relationships but it is worth it.

TALK ABOUT WHAT'S WORKING WELL & BUILD ON THAT

If you focus a lot of attention to problems, very often, you generate more problems! Focus on positive things instead— what's working well for you? How can you build on that? Play to your strengths instead of your weaknesses.

UNDERSTAND OTHERS' GOALS

If you know what other people are engaged in, you may find opportunities to team up with them. Maybe they are similar to your own.

NEVER BURN BRIDGES

Alienating others in the workplace can be a big mistake. Learn how to handle conflict and disagreement skillfully so there is never any resentment. You don't have to love everyone, or even like them. But you do have to work with them. Even if you don't work with them today, you may have to tomorrow.

INTEREST OTHERS IN WHAT YOU'RE DOING

Share your ideas and hopes with others; let them know what you are working on. People can't help you reach your dreams if they don't know what they are.

TAKE TIME TO RELAX AND REFLECT

If you're busy all the time, you leave no room to create new opportunities. Make time to relax and "do nothing." Sometimes when your body is doing nothing, your mind is free to create and imagine new possibilities.

YAWN IN THE FACE OF FEAR

Sometimes fear prevents us from recognizing opportunity when it's right in front of us. Sometimes it stops us from stepping up even when we see opportunities. Whether it's fear of failure or fear of success that stops you, learn how to neutralize it. As the old saying goes, "Feel the fear and do it anyway."

Brainstorming

If you have a large group, break them into groups of five or six. Take ten minutes to discuss the following questions:

- **What can you do to be more creative and vigilant in watching for new opportunities?**
- **What if an opportunity presents itself and you don't recognize it? Is there anything you can do about this? Or prevent it?**
- **Who do you know who's really good at recognizing new opportunities and making the most of them? What can you learn from that person?**
- **What are you most proud of in your own track record of watching for new opportunities?**
- **What opportunities have you missed in the past—things you regret? What did you learn from those experiences? Do you do things differently now?**

Summarize the results for the group. Thank them for their participation and wish them on their own journey looking for YES in the Land of NO

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HANDOUT #1

How do you prepare?

- Picture Your Goal.
- Align Your Attitude Toward Success.
- Ready Yourself With Instruction And Inspiration.
- Enlist The Support Of Others.
- Practice In Your Mind.
- Revise Your Goals Whenever It's Appropriate.
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HANDOUT #2

How do you seek out OPPORTUNITY?

- Open Your Mind.
- Pursue What Interests You.
- Pay Attention To Your Environment.
- Open Your Eyes And Ears.
- Reach Out And Build Relationships.
- Talk About What's Working Well & Build On That.
- Understand Others' Goals.
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