

# Week 5 Focus – GOALS – Smart/Anchored In Vision

Focus Question: As you consider your goals right now, what's the one most important one that is going to move you towards your vision?

## DESCRIPTION

Goals are at the heart of work, and the work we undertake with clients. Goals are also at the core of planning. Why it is important to look at this at when running a business? Goals are central to both planning and tracking

### **Goals and planning:**

Goals anchor the planning process. An older project management adage is that 10 minutes of planning saves 2 hours of unfocused effort.

In particular, goals help us with **Focus**. Goals help us focus our efforts. In focusing, they help us with distinction on what's important and what's not? As a small business, or remote workers, goals help to confirm what is needed for success, and being able to delegate the rest. Goals help us in making decisions and can support shifting fees, services and payments, as we grow a business. Goals also help with prioritizing where we are going to focus our efforts. When we are part of a matrix team, this is critical to understand and know how to support multiple teams.

### **Goals and tracking:**

Goals also are core to the tracking process. Goals help us:

Notice where results are really coming from

Provide Support in terms of where time is being spent. Does your time expenditure align with your goals?

"If you can measure it, you can manage it" – Rheticus, 1500s. What are you wanting to measure and manage? This might include revenue, cost, resources, time. Note what measures are important for your work.

## RESEARCH/STORY

"Goals help us stretch beyond what we think is possible and provide a yardstick to see how far we've come"

- Jennifer Britton

There are multiple frameworks to support virtual professionals, business owners and coaches around goals. From SMART-E Goals, to what John Whitmore terms PURE GOALS. The framework I usually introduce to people I work with are SMART-E Goals. As a reminder these are:

**S** - Specific - What specifically do you want to achieve? What will it look like?

**M** - Measurable - How can you track progress?

**A** - Achievable - With some stretch are these achievable?



"Goals transform a random walk into a chase."

– Mihaly

Csikszentmihalyi

**R** - Realistic - Again, with stretch are these in range?

**T** - Timebound - What's the timeframe on this - next week, end of June, early 2015?

**E** - And most of all, are these goals Exciting? If they are not exciting, chances are they might not get done, or may get done only to get them checked off.

## ACTIVITY

The entire Coaching Business Builder and PlanDoTrack Workbooks are grounded in goal setting, planning and tracking.

At the heart of this is the One Page Plan – page 277(CBB)/page 281 (PDT)

This week take time to identify your top five goals for the month (or the quarter).

As you are considering the goals consider the following questions:

1. What's important about this goal? (it may be framed in the big picture? Short term? Long term?)
2. What will success look like?
3. What outcomes do you want?
4. What might get in the way? (or what could be a roadblock?)
5. What resources do you need to be successful? (OR What will help you be successful?)
6. When you are successful with this, what's possible?

Source: <https://groupcoaching.blogspot.com/2016/09/six-coaching-questions-around-goals.html> (Originally Published September 19, 2016)

Be sure to refer to your One Page Plans on a regular basis. Many professionals like to keep them visible and refer to them often, updating them with time.

## CONNECTION TO THE WORKBOOK AND PLANNER

The One Page Plan can be found at:

Page 277 – Coaching Business Builder

Page 281 - PlanDoTrack