

PERSONAL LEADERSHIP DEVELOPMENT PLANNING EXERCISE

Name: _____

Goal Setting

Introduction:

Many people agree with the idea of having goals for themselves. However the average person does not take the time to think about their goals or to write them down. Instead they get caught in the activity trap. They do many things in a day but rarely stop and think about how these activities help to achieve their personal goals and ambitions.

Personal effectiveness and productivity tends to be a product of about 20% of your personal activity. Knowing what your goals are and what the 'key' activities are that contribute towards your personal objectives is the secret of personal effectiveness.

In order to become a more effective person you need to understand exactly what you want to accomplish, together with some clear idea of what you need to do on a daily basis to achieve your goals. This is the difference between 'working hard' and 'working smart'.

Top performers tend to have written goals; can visualise themselves achieving those goals; anticipate the problems and monitor how they are using their resources (energy, time, materials etc) in relation to their goals. They manage themselves well.

The following exercise presents an opportunity for you to focus on what you want to achieve; to establish both personal and professional goals and take charge of your daily life.

Personal Leadership Development Planning Exercise: Stage 1

Think about your personal life and your role as a leader or manager. Identify at least four/six goals/targets in each arena that you wish to accomplish within the next six to eighteen months. These goals may be based on what you 'need' (more influence, to be more popular, to delegate more, to get more leisure etc, etc.) or on what you think is important in life (better personal relationship, promotion, different job etc.). Don't worry about the order, just write those things which occur to you - the first things that come into your mind.

Goal 1 _____

Goal 2 _____

Goal 3 _____

Goal 4 _____

Goal 5 _____

Goal 6 _____

Goal 7 _____

Goal 8 _____

Goal 9 _____

Goal 10 _____

Personal Leadership Development Planning Exercise: Stage 2

Think carefully about the goals you have listed on the first page and how important these are to you. Write them below in their order of important to you; the most important first, the second most important next, and so on.

Goal 1 _____

Goal 2 _____

Goal 3 _____

Goal 4 _____

Goal 5 _____

Goal 6 _____

Goal 7 _____

Goal 8 _____

Goal 9 _____

Goal 10 _____

Personal Leadership Development Planning Exercise: Stage 3

Consider these goals and in what way the achievement of each goal will benefit you personally. Consider also how the achievement of each goal will affect other people in your life. Write down the principle benefit and the major effect on one other person.

Goal 1 (Benefit)

Goal 1 (Effect)

Goal 2 (Benefit)

Goal 2 (Effect)

Goal 3 (Benefit)

Goal 3 (Effect)

Goal 4 (Benefit)

Goal 4 (Effect)

Goal 5 (Benefit)

Goal 5 (Effect)

Goal 6 (Benefit)

Goal 6 (Effect)

Goal 7 (Benefit)

Goal 7 (Effect)

Goal 8 (Benefit)

Goal 8 (Effect)

Goal 9 (Benefit)

Goal 9 (Effect)

Goal 10 (Benefit)

Goal 10 (Effect)

Personal Leadership Development Planning Exercise: Stage 4

The achievement of your goals may not be straightforward. Think about the barriers that may be in your way. Some of the barriers will be INTERNAL (personal to you) and others EXTERNAL. Write down the major barrier for each goal.

Barrier

Goal 1 _____

Goal 2 _____

Goal 3 _____

Goal 4 _____

Goal 5 _____

Goal 6 _____

Goal 7 _____

Goal 8 _____

Goal 9 _____

Goal 10 _____

Personal Leadership Development Planning Exercise: Stage 5

Consider how these barriers may be overcome. Think in terms of obtaining more resources; putting in more time or effort; acquiring more skills through training etc. Write down the principle issues.

Solutions

Goal 1 _____

Goal 2 _____

Goal 3 _____

Goal 4 _____

Goal 5 _____

Goal 6 _____

Goal 7 _____

Goal 8 _____

Goal 9 _____

Goal 10 _____

Personal Leadership Development Planning Exercise: Stage 6

Goals and targets need to be measured. If there is no way of measuring the goal you cannot know when you have achieved it. Write down for each goal the indicator you will use to identify successful completion.

Goal 1 _____

Goal 2 _____

Goal 3 _____

Goal 4 _____

Goal 5 _____

Goal 6 _____

Goal 7 _____

Goal 8 _____

Goal 9 _____

Goal 10 _____