

# Goal Setting Webinar

## TIP SHEET

It is always important to remember that goal setting is a process, and it takes time and commitment from both parties: the coach and the customer. As coaches, we help customers aspire and gain motivation to achieve their goals.

### 1. SELF-ASSESSMENT - WHAT REALLY MOTIVATES THE CUSTOMER?

#### QUESTIONS TO ASK:

- Where do I see myself?
- Where do I want to go?

#### USE THE GOAL SETTING / DECISION WHEEL:

- Which section of the wheel do you want to start with?
- On a scale of zero to ten, how confident do you feel about this area?
- Use motivational interviewing skills to discuss assessment of all 8 areas.

### 2. PRIORITIZE GOALS

- Where does customer want to start?
- Do the SMART Goal check: Are customer's goals Specific, Measurable, Attainable, Relevant & Time-Bound?
- Practice active listening skills to support participants in identifying, prioritizing, and redefining their goals with action steps.

### 3. RECORD GOAL AND ACTION STEPS INTO A "CONTRACT" AND OFFER A MEANINGFUL FORM OF RECOGNITION

- Break down goal into small steps.
- Use goal setting tools (e.g. Road Map to Success) to map out the steps.

### 4. PLAN FOR CHALLENGES

- Identify potential supports and challenges.
- Talk through how participants can use their supports to offset the challenges.

### 5. WORK ON GOALS

- Follow up regularly and offer positive accountability.

### 6. REFLECT ON THE PROCESS

- Was the goal achieved?

### 7. SET NEW GOALS!

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## WORKSHEET

Think of a goal you have personally set for yourself at any time in your life. It can be professional or personal. **Write the goal here along with some thoughts about how you set it and how you achieved it.**

Now, think back to before you set the goal you described above.

**What kind of self-assessment did you engage in that brought you to that goal?**

*For example, if it was an exercise goal, perhaps you examined your health at the time and decided you wanted to improve it in some way. Or, if it was an employment-related goal, perhaps you noticed your earnings at the time, compared them to your expenses, and set a goal to increase your earnings.*