

The background of the slide is a dark, textured surface, possibly a chessboard, with several black chess pawns. Overlaid on this is a complex network of white lines connecting small white circles, resembling a molecular structure or a data network. A specific path of these connections is highlighted in bright yellow. A large, semi-transparent white circle is positioned on the right side of the image, partially overlapping the network and the pawns.

Setting Goals

Agenda

What is goal setting? Why it is important?

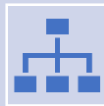
Goal-Setting Theory

Productivity Pyramid

Setting Goals in 7 steps

Template for Setting Goals

Goal Setting & Its Importance

-  Goal setting is a planning process
-  Sets positive expectations
-  Attention allocation
-  Persistence at a task
-  Important aspect of self-management
-  Serve as the basis of motivation
-  Amount of energy and work



Goal Setting Theory

Goal Setting Theory, Proposed by Edwin Locke, states that goal setting is essentially linked to task performance. It states that specific and challenging goals along with appropriate feedback contribute to higher and better task performance.



Specific and clear goals lead to greater output and better performance.



Goals should be **realistic and challenging**.



Better and appropriate feedback directs the employee behavior and higher performance.



Participation of setting goal, makes goal more acceptable and leads to more involvement.

Productivity Pyramid



Everything begins with values



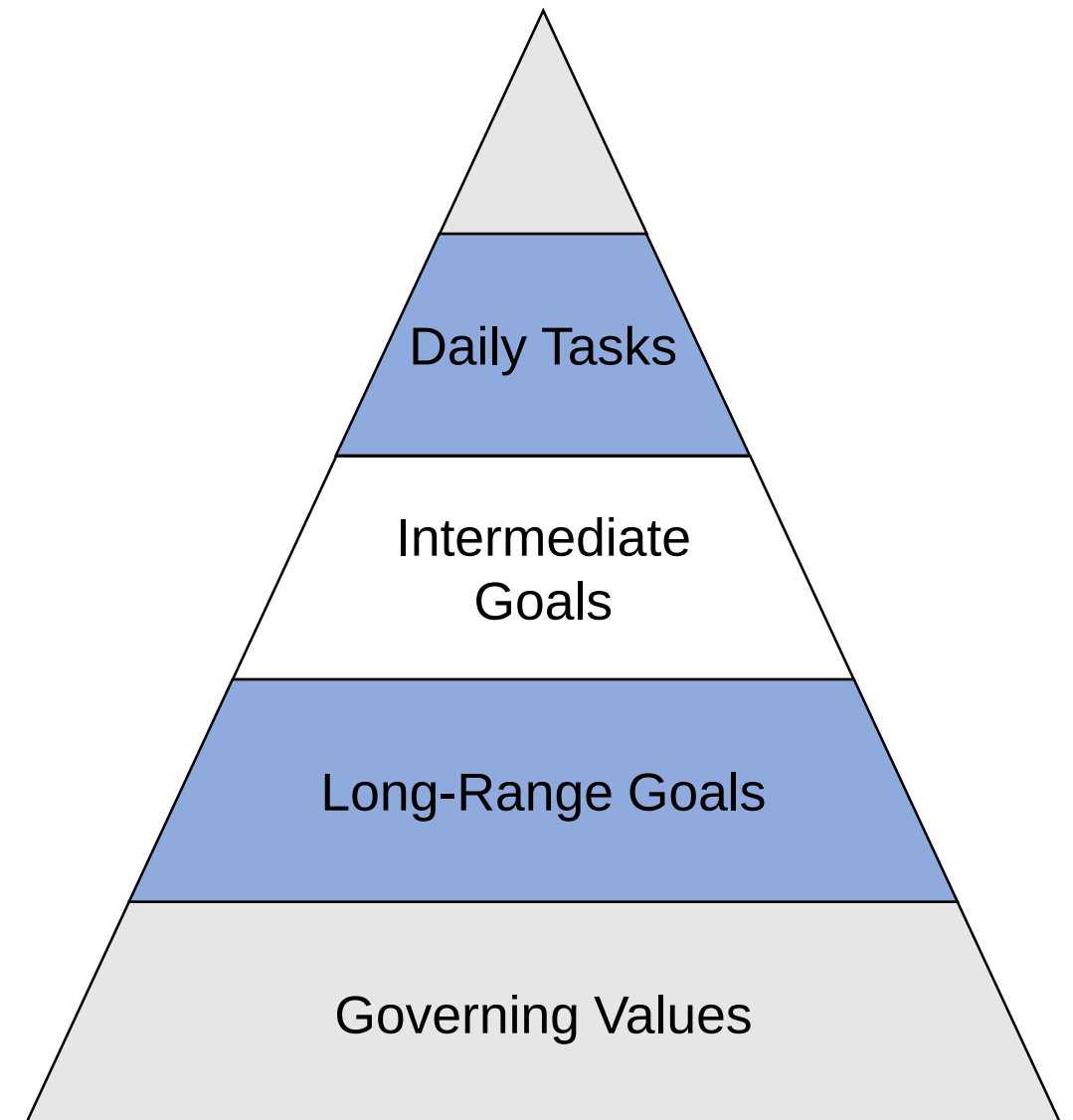
Long term goals are developed from values



Long term goals are attained through series of intermediate goals



Intermediate goals attained through series of goal-oriented daily tasks



Steps For Setting Goals



1. THINK ABOUT THE
RESULTS YOU WANT
TO SEE



2. CREATE SMART
GOALS



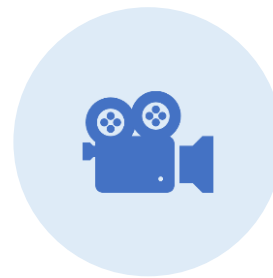
3. WRITE YOUR
GOALS DOWN



4. CREATE AN
ACTION PLAN



5. CREATE A
TIMELINE



6. TAKE ACTION



7. RE-EVALUATE
AND ASSESS YOUR
PROGRESS

Create SMART Goals

- **Creating SMART goals:**
 - **Specific:** 5 “W” – Who, What, When, Why, Where
 - **Measurable:** How will I know **when** it is accomplished?
 - **Attainable:** Plan your steps/**work breakdown**, which one can attain in timely manner.
 - **Realistic:** Reference from anything similar in the past, Expert guidance, etc.
 - **Timely:** Goals to be achieved within **time frame**

Setting Goals

Document the following for each goal:

- ☐ **Goal description:** Be sure it is SMART!
- ☐ **Action steps to achieve goal:** The specific actions or steps one need to take to reach the goal
- ☐ **Metrics/definition of success:** The metrics used to determine whether one achieved the goal
- ☐ **Resources needed:** Resources one may need in order to achieve this goal-- such as time (your time, your supervisor's, your colleague's), money, materials, etc.
- ☐ **Target Date:** The specific deadline for when you expect to achieve this goal. Be realistic. The goal span over more than one performance management cycle.

Sl No.	Goal Description	Action Steps	Resource	Target Date	Remarks
1	Procure A.C. for Office – fine Procure five star A.C. within 30000 Rs budget and to be installed by 15 th Feb 2022. – Smart Goal	Prepare BoQ/Specifications.	Resource1, Reviewer	01.02.22	
2		Get Offers from 3 vendors	Resource1, Vendors	04.02.22	
3		Techno-commercial validation and comparison.	Resource1	05.02.22	
4		Place order.	Resource2	06.02.22	

About PMG Engineering

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