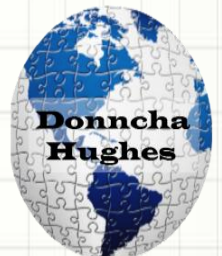




Welcome

**NEW YEAR, NEW YOU,
SETTING SMARTER
GOALS FOR 2013**

MayoOpenCoffee  Club



Will address today

- SMART Goals
- Getting Things Done

Locke's Goal Setting Theory

“working toward a goal provided a major source of motivation to actually reach the goal - which, in turn, improved performance”

‘Toward a Theory of Task Motivation and Incentives’ – Dr Edwin Locke 1968

Principles of Goal Setting

- Five Principles of Goal Setting-
 - Clarity
 - Reduce work order errors by 10%
 - Challenge
 - Commitment
 - Feedback
 - Task Complexity

Dr Locke and Dr Latham, 'A Theory of Goal Setting and Task Performance'
1990

SMART Goals



– S – Specific

Stated in terms that include some quantitative target

– M – Measurable

How will I know when I have reached my goal?

– A – Attainable

Possible to achieve within the time and cost parameters

– R – Relevant

Should relate to the organization's mission and business plan

– T – Time-bound

Either specific date or time or relative time (e.g., "Six months from the start of the project...")

Focus on what not How

Follow Through on Goals

Write them down



Share Them



Visualise Them



Take Persistent Action

?

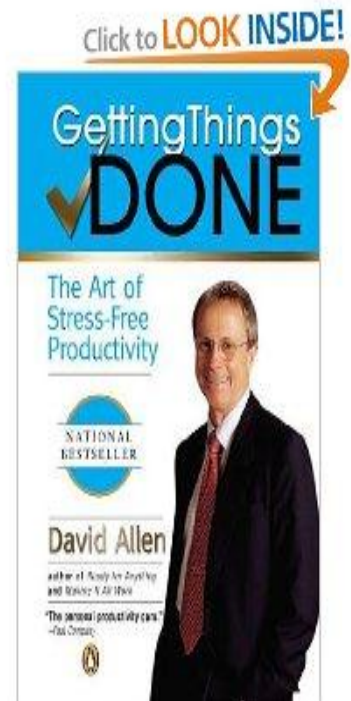
Modern Work

- Knowledge work has created growing workloads with less boundaries
- Increasing demands on time
- More work for everyone given requirement for cross functional communication and input
- Teamwork and project based
- Greater speed of communication – all pervasive (potential for distractions and interruptions)
- Increasing volume of technical information to absorb and keep up to date with (potential to continue to grow professionally is a huge plus)
- Myriads of opportunities to explore
- **Nature of work has changed**
- **Jobs are changing**



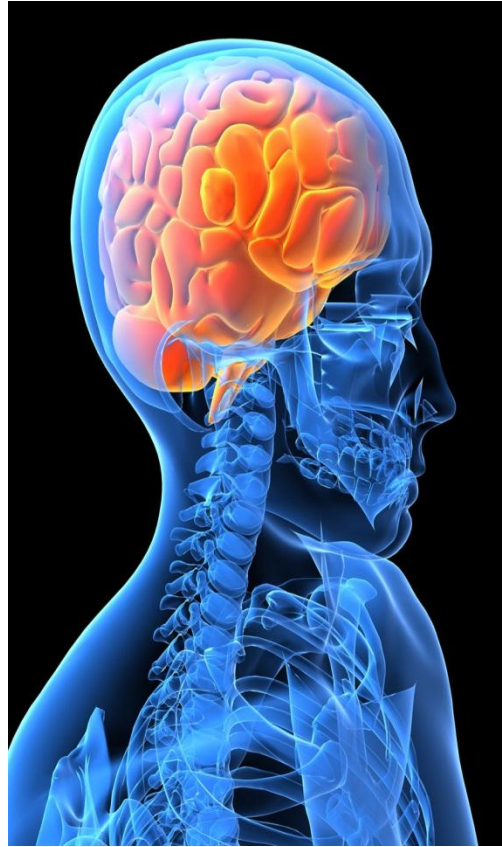
Getting Things Done

1. Get Organised
 - Clean Up your Filing System + Weekly Review
2. Set your priorities from the current projects level to gain the freedom to do the bigger work we are all about
3. Power of the next action decision



*Talk does not
cook rice...*
Chinese
proverb

Get Organised



*Use your mind to
think about things
rather than think of
them*

Source: Workflow Diagram Getting Things Done: How to achieve Stress Free Productivity, David Allen

“Stuff”

ORGANISING



In-Basket



What is it?



Is it Actionable

no

Trash

Someday/
Maybe
Hold for review

Reference
*Retrievable when
required*

yes

Multi step projects

What is the next
action?

Will it take less than two minutes?

yes

no

Do It

Delegate It

Defer It

Waiting
For someone else
to do

Calendar
To do at a specific
time

Next Actions
To do as soon as I
can

Projects
Planning

Project Plans
Review for actions

Track 7 Items

- A 'projects' list
- Project Support material
- Calendared action and information
- 'Next actions' list
- A 'waiting for' list
- Reference Material
- A 'someday/ maybe' list



Lists and Folders

Reminders

- Calendar
 - Reserve for items that have to get done on particular days
 - Resist impulse to put into your diary ‘stuff’ that you would like to get done by a particular date.
- Lists - Organise ‘as soon as possible actions’ by Context
 - Laptop /PC (Office)
 - Phone
 - At Home / Errands
 - Agendas (meetings and people)
 - Read/ Review



In order to hang out with friends or take a long, aimless walk and truly have nothing on your mind, you've got to know where all your actionable items are located, what they are, and that they will wait. And you need to be able to do that in a few seconds, not days.

Doing

- I. Four criteria model for choosing actions in the moment
- II. The threefold model for evaluating daily work
- III. The six level model for reviewing your own work

To move to the stress free level of productivity, your brain must be assured that you're doing what you need to be doing, and that its OK to be not doing what you're not doing.

I. Four criteria model for choosing actions in the moment

- Context
 - Office, between meetings, etc
- Time Available
- Energy Available
 - If you are in a low energy situation close some open loops
- Priority
 - Conscious decisions about your responsibilities, goals and values ... complex interplay with the goals, values and directions of your organisation and the other people in your life, and with the importance of those relationships to you.

II. The threefold model for evaluating daily work

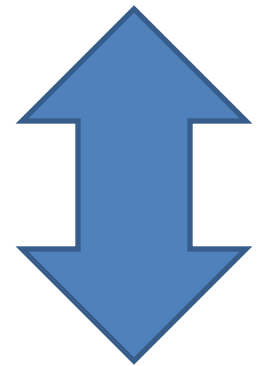
- Doing predefined work
- Doing work as it shows up (OK!!!)
 - Do ad hoc work as it shows up, not because it is the path of least resistance, but because it is the thing you need to do, vis-à-vis all the rest
- Defining your work

when your in-basket and action lists get ignored for too long, random things lying in them tend to surface as emergencies later on, adding more ad hoc work as it shows up to fuel the fire

III. The six level model for reviewing your own work

- 50,000+ Feet : Life
- 40,000 feet: 3 to 5 year vision
- 30,000 feet: 1 to 2 year goals
- 20,000 feet: Areas of responsibility
- 10,000 feet: Current projects
- Runway: Current actions

Future Direction
and
Intentions



Current state of
things



Bottom Down approach
lacks sense of control of
implementation

Bottom Up Priority Setting is
More Practical (organised) and
Meaningful (real world)

Power of the next action decision

Asking ‘What is the next action?’

Forces

- Clarity
- Accountability
- Productivity, and
- Empowerment

The secret of getting ahead is getting started. The secret of getting started is breaking your complex overwhelming tasks into small manageable tasks, and then starting on the first one

Mark Twain

when you start to make things happen, you really begin to believe that you can make things happen. And THAT makes things happen

Get a reputation for getting things done and you will be asked to do more!

Open Forum



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