



Goal Setting Workshop - Part 1

Jean(ne) Boles

JBoles@JBcoco.com.au

 @JeanneBoles 

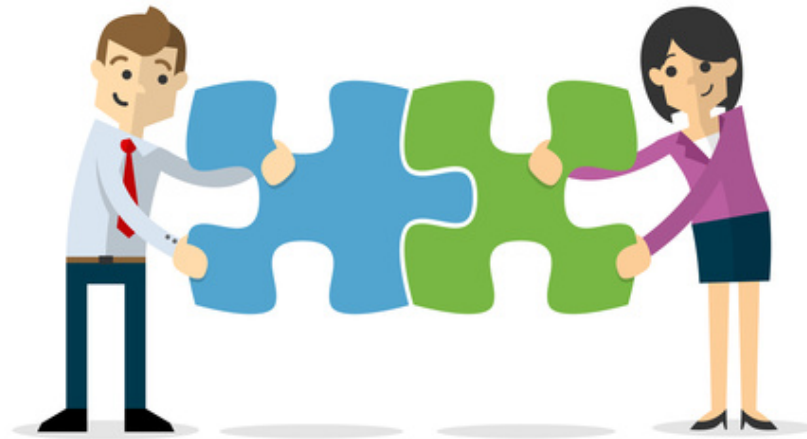




Agenda

- Housekeeping
- Introductions & Click!
- Resource Management and Situational Awareness / Mindfulness
- Case Study - Self Assessment & Continuous Improvement
- Continuous Personal and Professional Development Plan (CPD)
- Homework for next Week!

Housekeeping





Introductions!

- Your Name
- Where you are from
- What you do at Curtin
- What you know about Resource Management (RM) or Continuous Personal or Professional Development (CPD)
- What would you like to learn!



Click! Exercise

Exercise is designed to help you think about your communication, decision making and teamworking styles and those of others!

Click!



- Think of yourself at work in a group setting.
- Read each card.
- Quickly decide the order of the cards relating to the setting you chose.
- Keep your cards stacked and with you for the next step...
- You can do this exercise at home with the family too!

The Carer (RIGHT BRAIN: Sensitive, Spiritual, Emotional)

Natural & Comfortable:

- Dealing with other people (even their problems)
- Building relationships
- Working as a team member
- Counselling, teaching and care giving
- Having in-depth discussions on the arts, spirituality etc
- Helping others, the community and the environment
- Expressing emotions
- Discussing matters of the heart
- Non-profit and voluntary organisations

Uncomfortable:

- Dealing with unemotional people (seen as 'cold, hard or uncaring')
- Giving critical feedback
- Being treated as a 'human resource' versus as a person
- Having to put the 'bottom line' ahead of workmates, customers
- Doing things which might hurt people's feelings
- Working with non-team players
- With analytical problem solving
- Working with lots of data and scientific information
- Profit 'first above all' organisations

SUB CONSCIOUS HABITS NOTICED BY OTHERS:

- Expresses emotions in public
- Trusts people to the extent of being perceived as 'gullible'
- Brings 'heart' issues into the workplace-sometimes perceived as a 'tree hugger'
- Avoids 'hard' decisions
- Intuitively 'picks' people for who they really are
- Listens to you as a person not as a nuisance

POSSIBLE NEGATIVE PERCEPTIONS OF OTHERS:

Tree hugger Gullible Talk, talk, talk but no action
Too touchy, feely Too soft on other people Can't make hard decisions
Wants to save the world

The Safekeeper (LEFT BRAIN: Practical, Careful, Organised)

Natural & Comfortable:

- Being organised
- Being on time for everything (preferably being early)
- Putting everything in the world into its proper place
- Having everything 'in control' (Especially in scheduled tasks or travel)
- Planning everything 'step-by-step' with checklists as back up
- Doing practical (hands-on) jobs
- 'Just getting things done'
- Managing and reducing risks

Uncomfortable:

- Dealing with disorganised people (seen as 'undisciplined')
- Taking risks without a very good reason for doing so
- Having to look at 'big picture 30,000ft views'
- Having to make last minute changes
- Being surprised by anything
- Trying new things 'for the sake of it' ('If it ain't broke, don't fix it')
- Having to strategise or dream visions
- Having to think outside the box
- Unproven solutions

SUB CONSCIOUS HABITS NOTICED BY OTHERS:

- Too much attention to detail – can be perceived as picky
- Notes down everything in case something is missed
- Spots the little things which others might miss
- Avoids risky decisions and activities – prefers everything planned and under control
- Likes to have everything tidy at least once a day if not more often
- Incredibly practical and self disciplined

POSSIBLE NEGATIVE PERCEPTIONS OF OTHERS:

Obsessively tidy Lost in the 'weeds' No imagination Too detailed
Too picky Unable to think laterally Stuck in the 'old ways' of doing things
Too conservative

The Analyser (LEFT BRAIN: Analytical, Logical, Problem Solving)

Natural & Comfortable:

- Solving problems
- Achieving 'bottom line' results
- Providing logical explanations for everything
- Using theoretical models, concepts and mathematics
- Having in-depth discussions on science and technology
- Making the 'tough' decisions
- Analysing the 'best' solution
- Taking time to make a 'measured' decision
- With technical, scientific and statistical problems

Uncomfortable:

- Dealing with emotional people
- Giving personal and sensitive positive feedback
- Having to make fast decisions without the 'proper' analysis
- Discussing issues of the heart
- Being subordinate to a boss whose mental prowess does not 'command' respect
- Doing anything impulsive
- Taking 'uncalculated' risks
- Playing with 'fluffy' ideas
- With intuitive ideas/decisions

SUB CONSCIOUS HABITS NOTICED BY OTHERS:

- Often judging people – sometimes unfairly
- Tends to focus on 'cold, hard numbers' – can be perceived as 'heartless'
- Can take a long time to make a decision
- Not showing emotional involvement or contributing enough of themselves to a relationship
- Incredible ability to solve complex problems in a logical manner

POSSIBLE NEGATIVE PERCEPTIONS OF OTHERS:

Unemotional Insensitive Lacks natural creativity Too business-like
Too analytical Hard nosed Nerd Lacks compassion

The Player (RIGHT BRAIN: Curious, Impulsive, Playful)

Natural & Comfortable:

- Taking risks (especially exciting, intuitive ones)
- Surprises, variety, new toys and change
- Visualising 'grand' schemes and selling them to others
- Being the centre of attention
- Brainstorming ideas and 'way out' innovations
- Leading teams on 'expeditions'
- Being creative
- Testing the edge
- Experimenting with new ways of doing things

Uncomfortable:

- Dealing with details
- Having too many rules and boundaries
- Being asked to explain their reasoning in depth
- Being just 'one of the team' – another member
- Being locked into a day-to-day routine
- With 'analysis paralysis'
- Following step-by-step instructions
- Playing always by the rules
- With the status quo

SUB CONSCIOUS HABITS NOTICED BY OTHERS:

- Interrupting people by trying to finish their sentences for them
- Taking on too many projects and not being very good at the follow through
- Influencing others to get their own way
- Impulsive decision making and purchasing
- Being too easily distracted – especially by the next 'new' opportunity

POSSIBLE NEGATIVE PERCEPTIONS OF OTHERS:

Can't focus Reckless Too 'fluffy' Impractical dreamer
Undisciplined Unrealistic Show off

Each card includes the 'CLICK COLOURS' logo, 'DISCOVERY CARDS' text, and contact information: W: www.clickcolours.net, E: info@clickcolours.net. Copyright © 2008 Greg Barnes and David Koutsoukis.



Click! Exercise

Debrief



Resource Management (RM)





What is a Resource Management (RM)?

- “Resource Management is a set of training modules for use in environments where **Human Error**, when having to make **time-critical decisions**, can have damaging effects.”
- There are **6 core skills** (relating to the individual and the team):
 - Situational Awareness
 - Decision making
 - Communication
 - Team Work
 - Leadership
 - Human Performance Factors, such as Stress and Fatigue



Situational Awareness



Situational Awareness



Do you see what I see?





Case Study – ME!



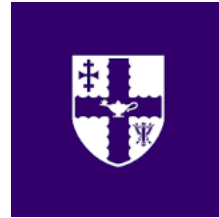
Once upon a time...



The First BIG Adventure...



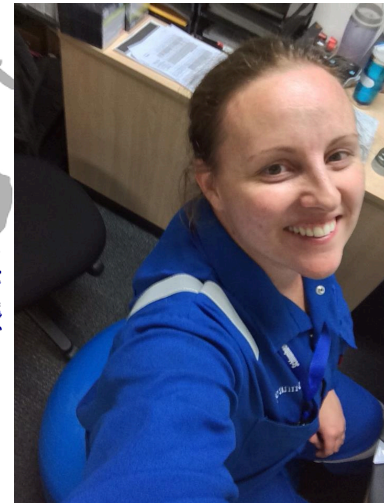
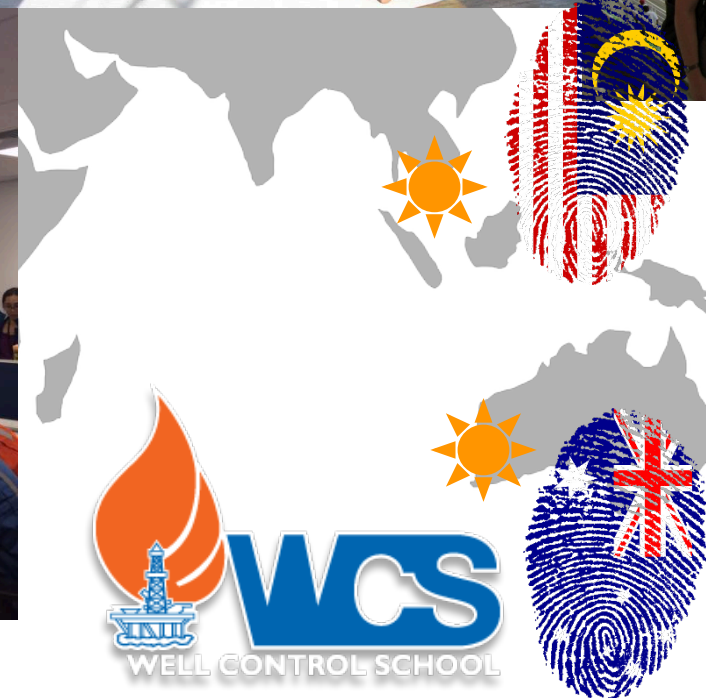
School and Uni



World of Work!

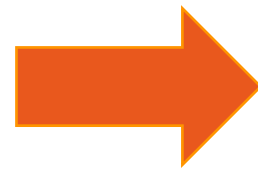


Schlumberger



Lesson 1

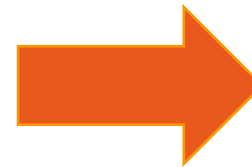
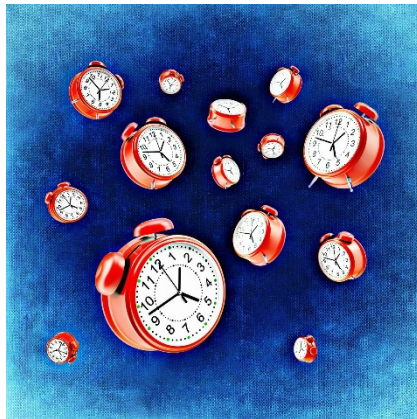
- I found Maths confusing and writing essays and exams stressful!



Lesson: Break the task down into manageable bite size pieces

Lesson 2

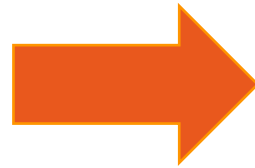
- I tended to leave things I didn't enjoy doing to the last minute...



Lesson: Eat the FROG first!

Lesson 3

- I was an introverted, shy and anxious child, especially about speaking in public and now I am an Educator!



Action: Practice Makes Progress!

My Lessons Learned / Self Assessment

- Change is not scary!
- Improvement requires Continuous Assessment and Learning
- Breaking goals down into manageable bite size pieces
- Eat The Frog First
- Practice Makes Progress!



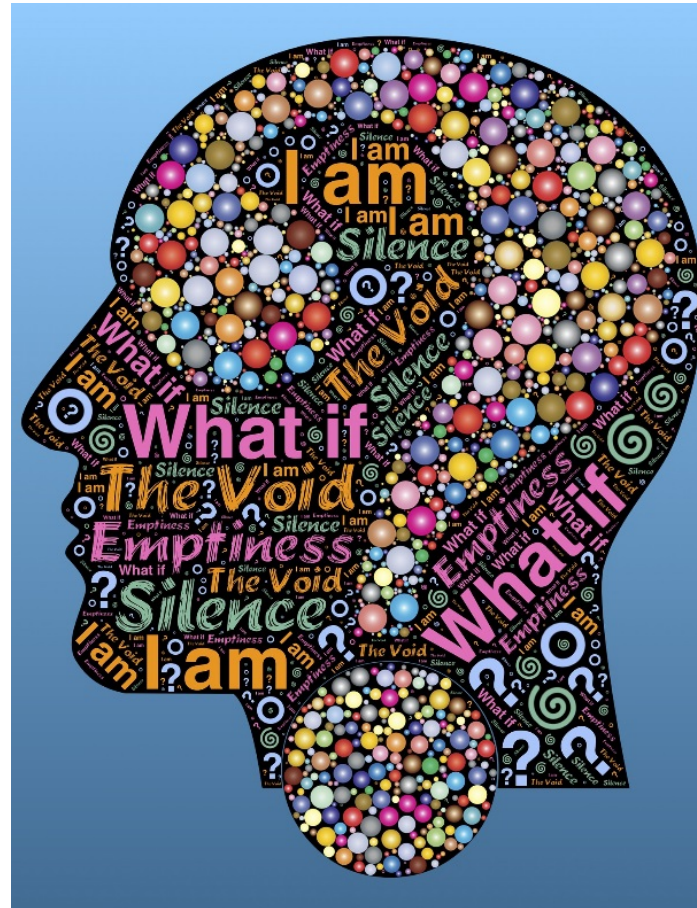


Self Assessment

- **What** do I need/want to do?
- **Why** do I need/want to do it?
- **How** does it help me and those around me?
- **Who/What** can help me do it?
- **Make** a **SMART** Action Plan
- **Review** your progress, **adjust your plan** and celebrate your **wins!**



Do You Practice Self Assessment?





Self Assessment Exercise 1

Your Turn to focus inwardly

5 minutes...



10 Minutes...





Self Assessment Exercise 1

Debrief



What is Self Awareness / Mindfulness?

- The **quality** or **state of being conscious** or **aware**...
- ...by being both fully **aware of the moment** and of being self-conscious of and **attentive** to this awareness...
- ...by **focusing on the present moment**, while calmly **acknowledging** and **accepting** one's sensations, thoughts and feelings, **without judgement**.

Mindfulness



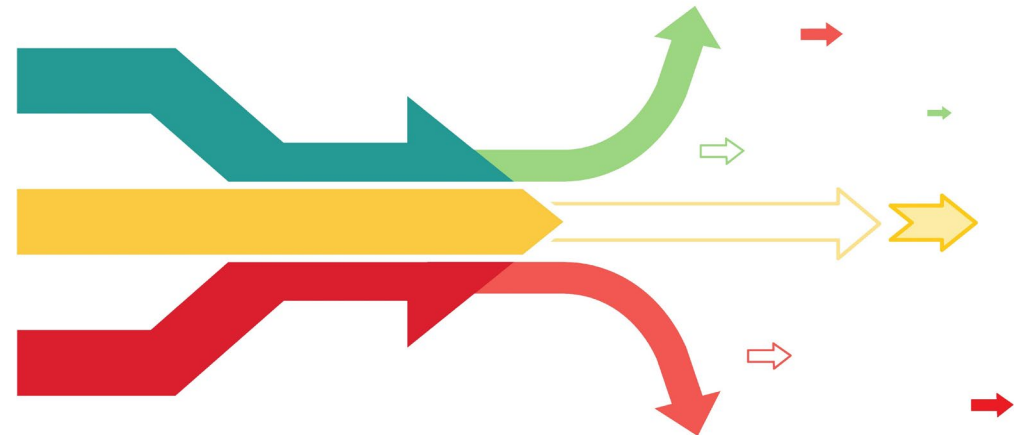
Sensations



Thoughts



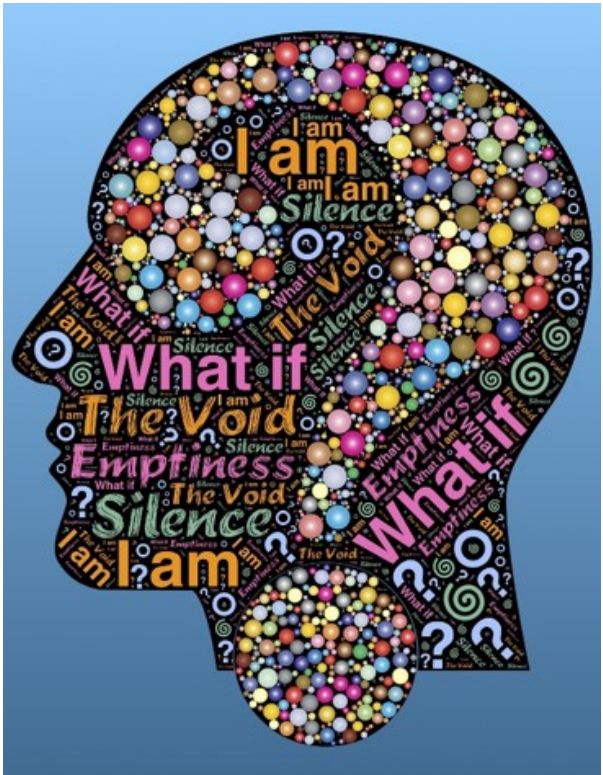
Feelings



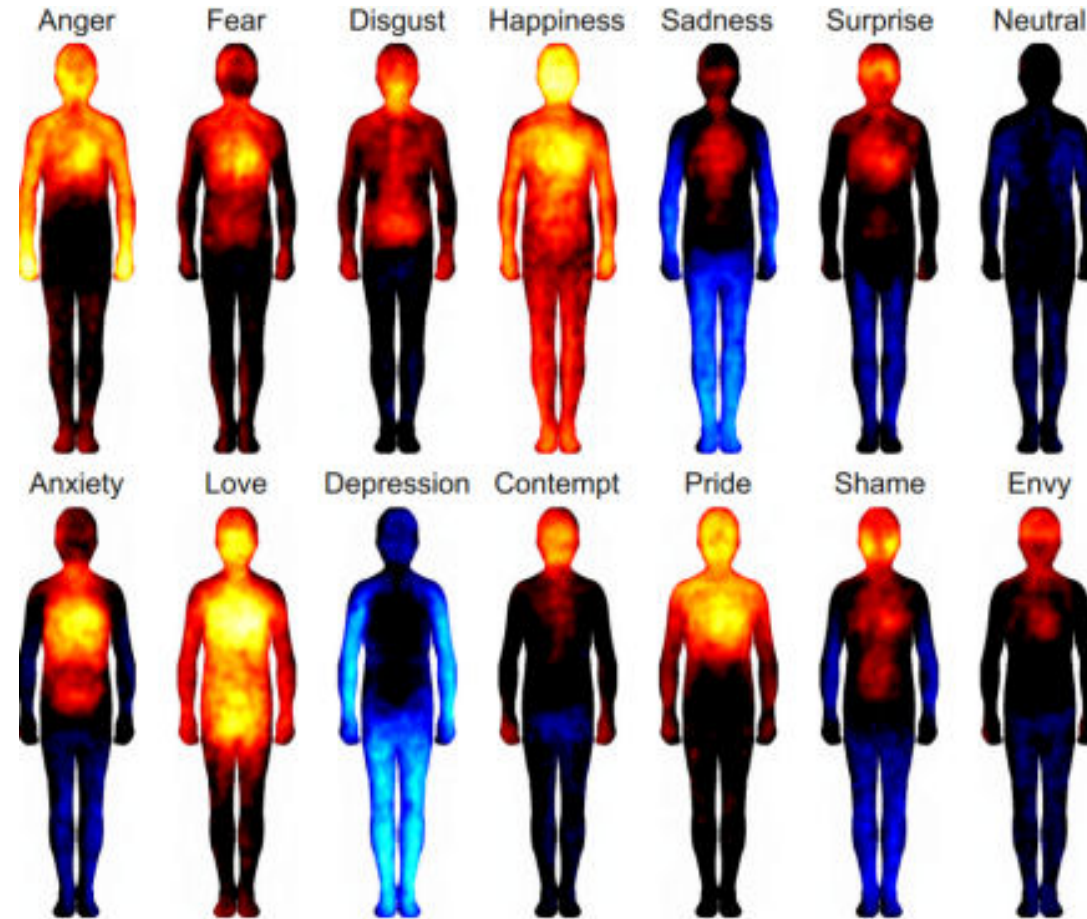
Sensations



Thoughts



Feelings



Source: <http://www.scienceagogo.com/news/20140001165108.shtml>



Mindfulness / Situational Awareness





5 Senses Scavenger Hunt Exercise & Home Work 1

Spend 1 minute on each Sense Now and then again at home!

See what the differences are and what you may need to change or do more of!

5 minutes...





Exercise & Home Work 1

Debrief part 1 – Exercise in Class

Overcoming Internal / External Influences



- Breathing Technique to level out your blood pressure / BPM and focus on one thing, Breathing!
- Burn some essential oils that promote calmness and happiness
- Listen to music that gets you in the groove
- Make sure you are warm/cool enough and in a comfortable/quiet place
- Ensure that you stay hydrated and well nourished!



Are you in the Moment?



Motivation

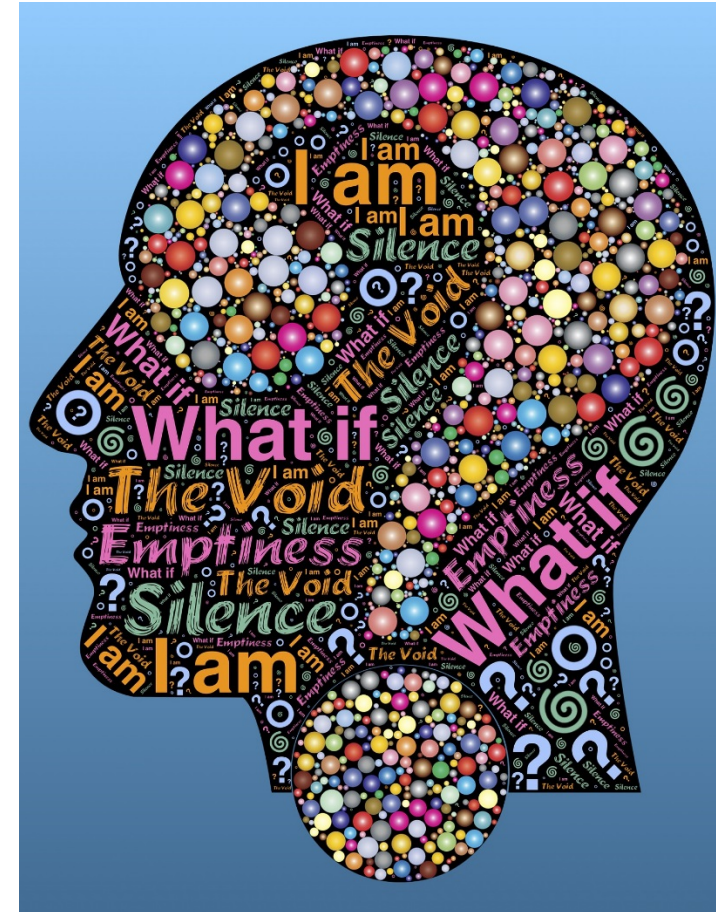


What is Motivation?

- The (conscious or unconscious) stimulus for **action** towards a **desired goal**
- ...resulting from **psychological or social factors**
- ...the factors giving **purpose or direction** to a **behaviour**
- ...the **reason** a person has for **acting in a particular way**

Conscious Stimuli

- Desires
- Impulses
- Memories
- ...that we are aware of that drive our behaviour through choice



Unconscious Stimuli

- Desires
- Impulses
- Memories
- ...that are hidden or not fully known to us (in the peripheral), that drive our behaviour instinctively



Towards a Desired Goal

- Specific
- Measurable
- Achievable
- Realistic
- Time Limited
- Exciting
- Reviewed & Re-Assessed



Factors that affect you

Psychological Factors

- Cognitive / Emotional Maturity
 - Self Esteem
 - Stress Management
- Communication Skills
- Medical condition
 - Physical and Mental Health
 - Substance use



Factors that affect you

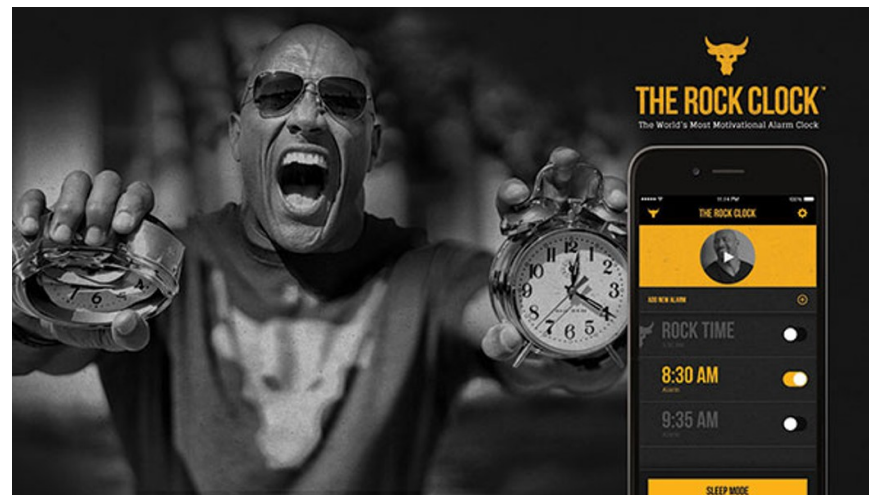
Social Factors

- Ability to engage with Family, Friends and/or Colleagues
- Environment:
 - Geo-Political
 - Socio-Economic Status (SES)
 - Socio-Cultural
 - Technological



Who can motivate you?

- Yourself
- A Mentor or Coach
- Personal Trainer, Counsellor, Family or Friend
- An App!





How can you practice Motivation?

- **Daily reminder** of why you are doing what you are doing
 - Set a **time**
 - Set a **place**
 - **Repeat** it every day!
- Monitoring your **Senses, Thoughts & Feelings!**
- **Regular Self Analysis** of decisions and behaviours
 - Asking who, what, why, when and how!



Where & When can you practice?

- **First thing** in the morning, when you wake up
- **Take a break** during your day
- When you arrive **home**
- When exercising in the **gym** or **on a walk**
 - With or without the dog and/or kids!
- **Before bed**
- **Whenever** you are feeling like you need a reminder!



Lets Practice!

- Breathe
- Close your eyes and loosen your hands, Legs
- Focus on the sound of your breathing
- Become aware of your Thoughts and Feelings
- Still breathing?
- What would you like to motivate yourself for?
- Use your senses, thoughts & feelings to visualise yourself achieving it!
- How does it make you feel?



Practice makes Progress!



How can you practice motivation?

- **Practice** making decisions in the conscious mind
- **Regular Self Analysis** of decisions made that are of the unconscious mind and asking who, what, how, when & why!
- Setting **SMART** goals and refining them and reviewing them!
- Finding **Mentors** who you aspire to be like that can give you the support you need to maintain motivation through the tough times

Methods of Check-ins



5 x 5





Are you Motivated?



Management

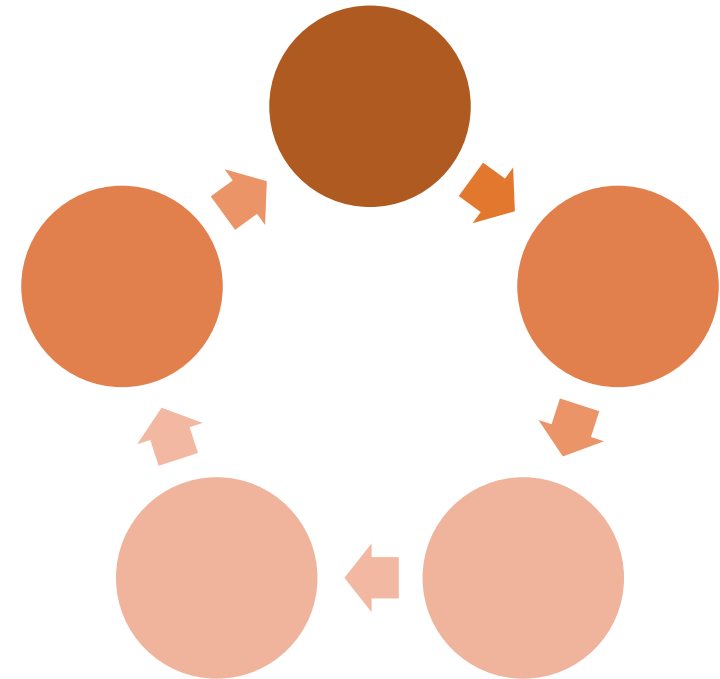
What is Management?

- The **process** of **dealing with** or **controlling things** or **people**



The Process of dealing with...

- What is a Process?
 - A series of **actions** or **steps** taken in order to **achieve a particular end** or
 - A **natural series** of changes



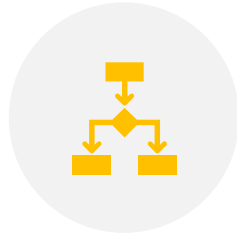
The Decision-Making Model



IDENTIFY THE PROBLEM
OR OPPORTUNITY



ANALYSE AND GATHER
INFORMATION TO
ASSESS IT



IDENTIFY AND EVALUATE
MULTIPLE SOLUTIONS,
AND SELECT ONE



IMPLEMENT THE
SOLUTION WITH AN
ACTION PLAN

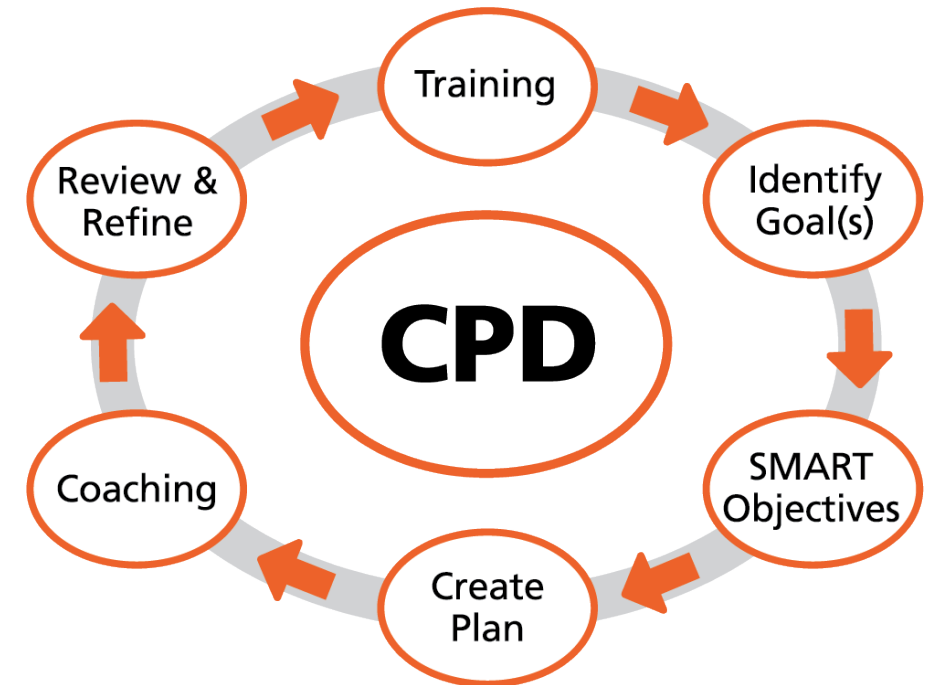


REVIEW THE
CONSEQUENCES OF THE
SOLUTION CHOSEN



Continuous Personal &/or Professional Development (CPD) Plan!

- Create your own **Continuous** Personal &/or Professional Development Plan
- **Actively develop** one or two goals at a time
- CPD is a life long Marathon, not a sprint!





How to set yourself up for success!

- Ensure you are Well hydrated and well nourished
- Make your workplace comfortable; burn some calming essential oils
- Listen music, if you like the company & it gets you in the groove
- Sit down, or go for a **walk**, so you will have **no distractions**
- Take a few **deep breaths and focus** on the task at hand



How to create your CPD Plan in 6 steps

1. **Write** down a couple of ideas of what you would like to achieve
2. **Prioritise** the list of ideas and **pick one goal**



How to create your CPD Plan in 6 steps

3. Break this goal down into:

- Specific
- Measureable
- Achievable
- Realistic
- Time bound objectives that are:
 - Daily
 - Weekly
 - Monthly
 - Yearly

4. “Record” the action plan

- Excel Spreadsheet
- Journal
- Gantt Chart
- Mind Map
- Reminders on your phone or APP



How to create your CPD Plan in 6 steps

5. After Action Review (AAR)

- Daily
- Weekly
- Monthly
- Yearly
- **Celebrate** Success &

Modify the plan for those actions that are not met

6. REPEAT!

CPD Example



Goal	Specific Objective	How is it Measured?	Is it Achievable ?	Is it Realistic?	What is the Timeline?	Check-in Frequency	Coaching Required?	Achieved?
Join a Basketball Team	Google local teams	List of teams & contact info	Yes	Yes	1 Week	3 Days	No	Yes!!
	Contact Preferred Team	Conversation with the Team Manager	Yes	Yes	3 Days	1 Day	No	No!! Cant get hold of Team Manager.
		Visit during practice and ask to speak to the Team Manager	Yes	Yes	1 Week	1 Week	No	Yes
	Decide whether to join this team	Yes or No	...					

- You can use this template or draw a MindMap or Fishbone diagram it that helps you with the process.
- Once the Plan is created, use the printed template provided or the Excel version and make it your own with colours and date sensitive fields, or create objectives in your Calendar or create reminders or use a Goal Tracking App.



CPD

Exercise & Homework 2

Take 10 minutes to start brainstorming ideas, and follow the steps to develop your CPD.

Homework is to continue to work on your CPD and bring it to session 2.

5 minutes...



10 Minutes...





CPD

Exercise & Homework 2

Debrief



Summary – Part 1

- We all have different Goals, Needs and Wants
- Self Awareness begins with Self Assessment!
- Our Senses, Thoughts and Feelings play a large role in our day to day
- There are many ways to Self Motivate, find what works for you!
- There are many ways to Manage, find your best style
- Work on your Scavenger Hunt & CPD Homework and decide on your Self Motivation and Management Strategy for next week.



Thank you!

Jean(ne) Boles

JBoles@JBcoco.com.au

 @JeanneBoles 



Working Memory

