

5 THINGS YOU CAN DO TO...

**HELP YOUR
EMPLOYEES
ACCOMPLISH THEIR
GOALS**

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SOME THOUGHTS



No Goals?

Goals are what time management is all about.

Without them employees can experience a lack of...

Challenge

Accomplishment

Meaning

Focus

Determined action

Persistent action

Clarity

Strategies for a meaningful career

Strategies for a meaningful life.

This booklet might give you some ideas on how to help your employees realize their goals for their own career. And you may have some of your own.

Let's get going.

Can the employee see it?

The lyrics of one of Johnny Nash's songs goes like this...

*I can see clearly now, the rain is gone,
I can see all obstacles in my way
Gone are the dark clouds that had me blind
It's gonna be a bright, bright sun-shiny day*

It begins in a mind's eye. A goal-setting path is about becoming more and more clear about what someone wants in their career and life. For your employees it may be wanting to be...

Promoted, more successful, smarter, richer, healthier, more mindful, more social, more spiritual, Whatever it is, it begins with a desire.

Ask your employee questions like:

- ? What have you thought of in the past as something you'd like to do-be-have in you professional and personal life?
- ? What happened to that idea/dream/vision?
- ? Is this still important?
- ? Is this the right time to explore it?

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#2



Does it motivate the employee?

Once the vision is clear, the next question is bit more difficult, but it's a very important part of a goal blueprint process.

Ask:

- ? Is this goal meaningful to you?
- ? Does it motivate you enough to do whatever you need to do to get through every obstacle that presents itself?

Without a solid 'yes' to these questions, it will be more difficult to realize the goal and increases the probability of not reaching it.

Giving up or not reaching goals on a consistent basis affects at least two areas of growth: confidence and self-esteem.

Motivation is an intrinsic trait. Environments can be set up to support it, but desire comes from within.

So with all this said, if the employee isn't highly motivated, take the goal off the list this time around and consider a different version or a completely different goal.

At this point in the game, it's all about ownership.

Get ready to commit

Goals setting has some requirements. You've probably heard of making goals SMART:

Specific

Measurable

Attainable

Relevant

Timelined

Written goal needs to contain each of the elements listed above. The more vague, the more likely to have a vague outcome, which is one of the telltale signs of a goal not having the right components from the outset.

Ask:

- ? If the goal is realistic?
- ? How will it be measured?
- ? What's the timeline?
- ? Is my goal specific enough? When goal is accomplished, will the employee be able to say 'yes I did' or 'not this time'?

#3



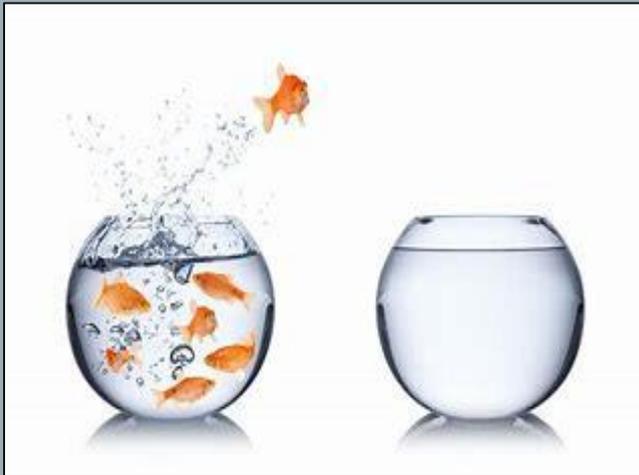
Get ready to act

This is where the rubber meets the road.

Now it's time to begin to identify the strategies and actions needed to achieve the goal.

This is where your time management skills come into play.

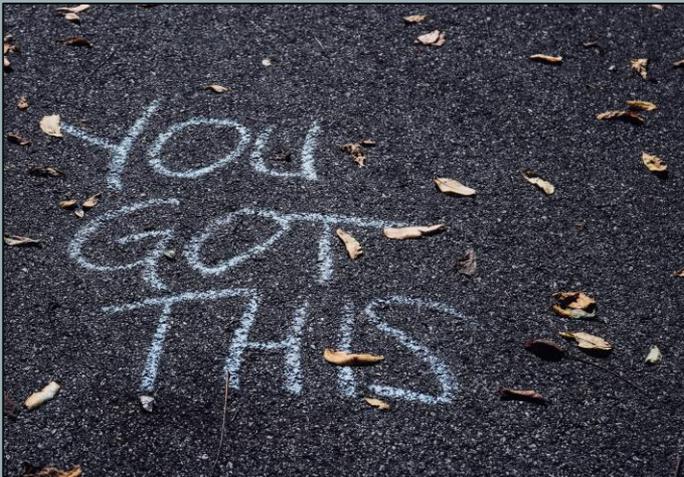
#4



Ask the employee if they have:

- ? Strategies
- ? Prioritized those strategies
- ? Identified actions needed
- ? Prioritized those actions
- ? Committed those actions to their calendar
- ? Set-up weekly, monthly and quarterly dates to review progress
- ? Are prepared to revise the goal if needed

#5



Last but not least

Now the employee should have a vision, information, and plan for reaching their goals.

But plans are only as good as the behaviors that drive them. And time management is all about those behaviors.

Simple? Yes.

But not always easy.

Your employee has developed a goal, priorities, and a schedule. They can think of those **goals, priorities and schedules** as a **Time Management GPS**.

Similar to a car's GPS, a Time Management GPS guides you. If you get off track or run into a road block, it tells you to 're-route' so you can ultimately get to your destination without a lot of problems.

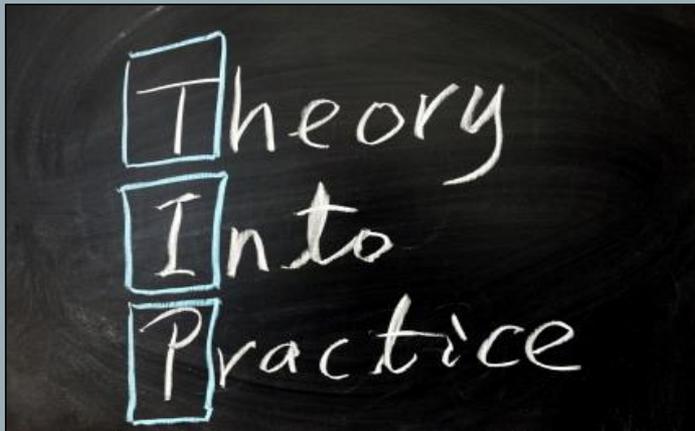
But the Time Management GPS is just a tool.

The tool can help only so much unless a person understands and embraces the behaviors needed to successfully execute their plan.

When it is obvious that the goals cannot be reached, don't adjust the goals, adjust the action steps.

Confucius

SUMMARY



Important Reminder

Achieving goals can seem like a long and sometimes arduous road, riddled with road blocks and issues. The main thing is to focus on what *can* be achieved through minor – and sometimes major – adjustments.

Goals are intended to motivate you and activate dreams. The one thing employees frequently don't realize is that goals aren't planted in concrete. They can be adjusted, revised, and edited when appropriate.

Why?

So the goal can continue to motivate.

The idea is to a goal be just barely out of reach—requiring a little stretch. Not too easy and not too hard so they stop the employee from trying.

Don't let negative self-talk or naysayers get in their way.

When that happens, take a page from tennis great Venus Williams...

"I don't focus on what I'm up against. I focus on my goals and I try to ignore the rest."

Venus Williams

Cynthia Kyriazis



Founded Productivity Partners in 1992 to help employees learn how to manage the 24/7 demands on their already frazzled time. Services include coaching, training and presentations to a nationwide clientele including Fortune 500's, government agencies, and nonprofit organizations.

Interviews in Wall Street Journal online, Forbes, Philadelphia Inquirer, and other major newspapers and radio stations. And Amazon best-selling author.

Cited as 'One of the 28 best time & productivity experts online' in [Time management 2.0](#),

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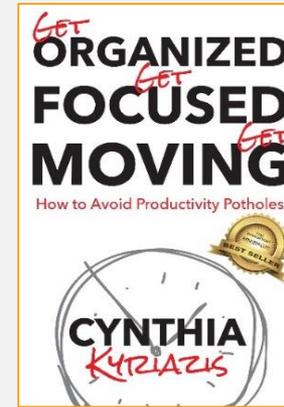
Let's connect!

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Amazon Best-Seller



This book is filled with practical information, approaches and tips to help overcome the challenges you face with managing your time in an 'always-on' business environment.

Based on Cynthia's trainings topics include...

getting organized

goal setting

prioritizing and focus

scheduling and planning

managing meetings and email

managing interruptions and distractions

delegating

and ... procrastination