

SETTING GOALS WORKSHEET

What are your goals? Goals are your *dreams* with a **plan** for accomplishment. Identifying your goals is of **critical importance** in developing a good IDP. Goals, for the purposes of the IDP, may include the improvement or mastery of some skill in your current job, a new responsibility in your current job, or the attainment of another position. Goals may be long term or immediate (short term). They should be realistic and attainable, present a challenge and require some effort. Goals should not be so lofty that they are impossible to attain. Remember that goals may be changed at any time depending on your interests and current circumstances. There is always knowledge and new job skills which will enhance your ability to perform in your present position **AND** may make you competitive for different or higher level positions in the future.

To set feasible goals consider:

Your other commitments. Family, your current work schedule, hobbies, community and church obligations, etc. can take up a lot of your time. Don't outline a program with a lot of self-study and formal courses if you know you have a very strenuous work schedule requiring substantial travel or if you have numerous outside commitments.

Your previous training. It is easier to start an ambitious university degree program if you have completed university courses in the recent past. If not, it might be wise to try just one course or a short course or a seminar before becoming involved with a full time academic schedule. Some of your FAA courses may be credited toward a college degree. Contact your training office or go to www.academy.faa.gov for more information on how to get college credit through ACE for FAA courses.

Your knowledge of the organization. Find out as much as possible about career ladders, forecasted staffing needs, expected vacancies and reorganization, and what new skills your organization will require. This is very important. Keep as many options open as possible - make yourself valuable to the organization by developing skills that are in demand. You may have to go to a number of sources to get much of this information, but research is vital to your planning.

Your honest self-appraisal. No one has to know exactly what your self-appraisal is, but being honest with this process really helps to avoid disappointment. Use all the feedback you can obtain from supervisors and peers to depict a realistic picture of your strengths and weaknesses. Your goals should emphasize and capitalize on your strengths. If you are weak in some of the KSAs or competencies critical to reaching your goals, ask yourself how feasible it would be to develop these skills in order to reach the desired goals. All successful people have weaknesses, but they have maximized their strengths while minimizing their weaknesses.

Work with your Coach/supervisor to prioritize the KSAs or competencies required to attain your goals. The advantage of this approach is that you will have the benefit of a second perspective regarding your strengths and weaknesses. Additionally, your Coach/supervisor may help you to determine what the most valued KSAs are for a particular position or career path.

You don't have to have lofty goals. You may be somewhat satisfied with where you are, and you may want to make only incremental improvements in yourself. Don't feel you have to make tremendous advances in a short period of time, as that may lead to frustration and disappointment. If you have assessed your own abilities and level of commitment honestly, in terms of how much work

is involved, whether the goal is really achievable, and whether you are really willing to take on the work, you are much more likely to achieve your goal.

Why a WRITTEN Goals Statement?

If you **write** your goal, you're actually more likely to **achieve** it. Do you find that hard to believe? A Harvard University study tracked graduates who had written goals with a specific plan for achieving them. Those graduates were making **ten** times more money a decade later than those who did not have written goals. Having written goals intensifies your desire to achieve them and the belief that they are actually attainable. Your written goals statement is your blueprint for success.

A written goals statement will help you discover what you really want to do, help motivate you to do it, and give meaning to the way you spend your time. It will give direction to your life and help you feel in control of your destiny. It will provide a measuring stick against which to gauge alternative activities as they come along. You'll be better able to balance the many aspects of your life. And you'll reduce unnecessary conflict over how to use your time.

The most useful goals statement meet the following criteria:

- **Specific** - Goal statements should indicate precisely what is to be accomplished. In preparing goal statements, be as specific as possible. Whenever possible, tie your goals into what the Agency benefits from your achievements. If possible, try to achieve skills and competencies rather than specific jobs or positions; though the IDP is yours, you decide what the goal is. For example:
 - Become a project leader in the next year
 - Become an Electronic Engineer, FG-13
 - Take on team leader responsibilities
 - Learn to use new Word software
 - Improve writing skills
- **Action Oriented** - Goals should present a challenge and require effort on your part.
- **Realistic** - Establishing realistic goals may initially require considerable time and initiative, but the effort will be well worthwhile in the long run. Remember, goals should not be so lofty as to be unattainable.
- **Measurable** - Goals should be measurable so that your progress in attaining the goals can be recognized. For example, if the goal is to improve your writing skills, a measure might be that work is returned less frequently for rewriting or that you are asked to compose more complex documents or reports.
- **Timely** - It is extremely important to tie completion dates to goal attainment in order to measure your progress.

Establish both short and long term goals.

- *Short term goals* - can generally be accomplished within one to three years.
- *Long term goals* - may take three to five years to accomplish.

ACTION: Using specific, action oriented, realistic, measurable, and timely words, write your draft goals.

SHORT TERM

GOALS: _____

LONG TERM

GOALS: _____
