

# 10 Point Plan – Surviving Lockdown

## Point 3: Developing Goal-Directed Pursuits and a Routine



Being goal-directed or goal-orientated means that you are focused on completing relevant tasks to achieve your planned objectives. It consists of planning and organising, being positive, self-aware, being a decision-maker, managing time efficiently and then analysing through critical-thinking and assessment and adjusting accordingly. It is a wide variety of skills and qualities that allow people to set appropriate goals, challenge simple objectives and track their progress to the end. Not rocket science, but achieved through systematic processes:

**3.1 RESEARCH** – Do your research before you start planning. Make sure you define certain dates, understanding your operating conditions and resources available to you. Know your market or environment, so you can sensibly assess risks, assumptions, dependencies or other issues that make come in from the side as distractions, higher priorities or unexpected opportunities. Doing in-depth research allows you to prioritise your goals and follow-on tasks to yield the greatest results that are most beneficial to you, your family/friends and your team or organisation. Be patient and practice a lot, for a lot of work will go into the next one moment when you act on the established and clear path to help you achieve your goals.

**3.2 RESULTS** – You need to identify what results you are expecting up front, otherwise you will not know in what direction to travel. Goal setting normally follows a set of specific characteristics that are used for successful planning and execution. Goals should be specific and well defined so you know where the end zone and when to stop. They should also be measureable in nature, so you have a ruler or scoreboard attached to the goal to allow you to see how you are doing. Some goals may by nature not be directly results orientated but leading indicators that give you an insight into where you are going but not necessarily provide you the final outcomes you may be looking for. The next step is to make goals achievable or realistic, because although you want to challenge yourself, setting goals too high may mean you will fail and will demoralize you. Arbitrary goals don't help anyone, so they must be relevant to what you want to achieve, the mission or vision. Finally, goals must be timed for success, so you need to set a review or deadline for the achievement, otherwise

there is no motivation and you will establish other higher priorities which will mean the goal is always put on the back burner and never reached.

**3.3. RECORDING** – We all have a lot going on in our world and in our heads, so if you record things and write them down on paper or electronically this will improve your ability to recall important items. Digital calendar, reminders and lists are very convenient, and can easily be added to paper, your computer or phone. You can also use a notepad to record other work-related tasks, outlining your next series of goals, future opportunities and how you feel at specific moments during the execution of the plan, so you can reflect and reassess on this at a later time. When you find something that works or is very productive, make sure your record that as well. Also, record things that didn't go so well, so you can look over these as well and try and find meaning for those. It may be because they were implemented in the wrong way, wrong order or wrong time. Things that work now, may not work in future, and things that didn't work now, may well work in the future. Record everything. Tracking progress is one of the major items you should do in order to facilitate regular review of your progress. Schedule time for a review later on, and make sure you do it, because there are lots of things you will learn from undertaking this process.

**3.4 REVIEW** – Have a daily/weekly plan in place to help you achieve your goals. Start it on a Monday as part of your first administration functions, before checking your emails. You don't want to get distracted and interrupted during your key planning time. Block out time periods for assessments, reviews and reflective rest periods. Record the information on a tool, application or piece of paper that is readily accessible throughout the day, not something tucked away that you forget about. Keep the plan visible, posted on the fridge/wardrobe.

**3.5 REVISING** – Your plan may not always provide the results and outcomes you envisioned, so there will need to come a time when you need to revise your strategy. Make sure you don't overload yourself at the start, and pace yourself because achieving a few tasks completed each day is far more rewarding and gives more motivation and morale, than trying to accomplish too many and then failing. Start small and work up to bigger quantity and complexity of tasks when you have practiced doing them earlier in smaller phases or smaller quantities. There is nothing wrong with revising your plan, but the more realistic you make it at the start, the less changes you will be required to make within the short-term. Don't plan out everything in minutiae detail for the next year, plan in phases; do detailed planning for the next two weeks, the detail needs to be less the further out your plan goes, because you can improve the granularity at periodic review points based on what you have learnt and factor in new issues as they become more apparent. Revising your plan is needed to make necessary adjustments to keep you going in the right direction. We don't know it all at the start of the plan, and will discover new things, both risks and opportunities as we travel along our journey, so we should be able use this knowledge to our best effect.

**3.6 RESPECT** – Never forget to respect yourself and what you are doing. Don't be too harsh on yourself, if you are making progress. Be kind to yourself because you have the ability to know what the right thing to do is and have the courage to do it. Care for yourself first off, because only then can you care for others, even when they may not care for you. Take stock of what you have achieved periodically, how far you have come, because without starting you would not have got this far.

**3.7 REFUEL** – As you start executing your plan you will soon exhaust your energy and you will need to refuel. This comes through rest, recuperation and being able to motivate yourself. The importance of rest and pausing has already been covered in the 10 Point Plan – Point 1 Adjournment, and readers are pointed to that document. In terms of motivation, you can increase your ability to follow through on short and long-term planning by finding effective ways to motivate yourself through intrinsic and extrinsic methods. Intrinsic motivation is when you perform a task because it is personally satisfying, it makes you happy, improves your well-being, is genuinely interesting to you or provides a worthwhile challenge for you. Extrinsic motivation occurs when you complete a task because you want to earn a reward, such as having a healthy snack, a short walk, reading an interesting article or getting recognition from your employer. Pay attention to the things that motivate you, and have a list of intrinsic motivations ready when you complete small tasks and it will reinforce that feeling of accomplishment and excitement.

**3.8 RESPONSES** – You will often need to listen to others and their responses to ensure you are doing the right thing. Use your professional and friendship network to help improve your goal-orientated approach by discussing task-completion processes and time management method with colleagues. Find out what other use, including the habits they cultivate and the processes they follow. There are many different processes and approaches and each has their own positive and negative factors, so you need to find out what works for you. Don't be afraid to try other strategies out in order to see how they perform. The responses from an accountability partner can help boost your motivation and help remove barriers that are stopping you move forward towards your goals. Constructive feedback is like a present, you can either accept it or ignore it.

**3.9 REMEMBER** – To be successful you need to repeat successful tips and approaches that can lead you along the right path. Remember to separate larger goals into smaller actions, plan your time, organise tasks by priority, and write everything down. Don't forget to try time-saving strategies, motivate yourself, develop productive habits, regularly track your progress, find an accountability partner and ask for constructive feedback.

**3.10 ROUTINES** – Decide what needs to be in your routine. What are you trying to achieve? Do you want to get more exercise or more alone time? Establishing what to prioritise is an important first step. Start small and set small achievable goals. If your goals are large, then break them down into smaller goals. Attempting to tackle a big goal directly often leads to failure as it becomes overwhelming. You need to build confidence through a series of quick wins and enabling accomplishments that you can help build your confidence, so you can prove you can do it, then congratulate yourself. The next key step is to have a plan and write it down. A plan is like a series of appointments or meetings that you just tick off when they are complete. It helps keep you on track, but don't be too harsh when you first start off. Keep going with it, and over time you will see the rewards. Be consistent with your time. If you want to go for a walk each day, try to do it at the same time so you help reinforce the routine. Completing your tasks in the morning before you get tired and lose motivation allows you to enjoy the benefits for the rest of the day. It gets harder to complete tasks as the day goes on, as most people will not want to leave their warm house once they get home. Be prepared at the start; make sure that all the pieces are in place before you start to make it easier on yourself. Getting into a new routine with new goals can be difficult, so try and think of ways

to make it fun. Find a workout buddy, get a good playlist ready for when you are doing the task or try new cooking classes. It is vital that you track progress and tick off after each task is completed, as most people don't want to 'break the chain' and see a missing spot on the plan or calendar. Finally reward yourself after you have fallen into the routine on a consistent basis, with some fun.

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