SETTING GOALS TO ADVANCE YOUR CAREER

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“The trouble with not having a goal is that you can spend your life running up and down the field and never score.” —Bill Copeland
What is a goal?

A goal is something you would like to achieve; an aim or a desired result.
Why should I set goals?

Goals give you direction and keep you focused on where you want to end up.
Types of Goals and Timelines

Keeping it balanced

Different “Aspects of You”
- Professional
- Family
- You ... just for you!

It can’t all get done by Tomorrow

Short Term Goals
- Goal that can be accomplished in the near future.
- Example: I want to complete my class with a 92 average in May.

Long Term Goals
- Goals that are more far-reaching and take longer to achieve.
- Example: I want to graduate from Auburn University with my degree in Chemical Engineering in May 2018 and obtain a full-time position with Southwire at their Carrollton plant.
Make your Goals Realistic

Setting unrealistic goals can lead to feelings of failure, lowered self-image and lowered self-esteem.

What makes a goal unrealistic?

◦ Untimely
◦ Require unavailable resources
◦ Too generally written
GOAL SETTING

S - SPECIFIC
M - MEASURABLE
A - ATTAINABLE
R - RELEVANT
T - TIME-BOUND
Specific

Your goals should have expected outcomes stated as simply and clearly as possible.

- A specific goal will usually answer the five “W” questions:
  - What: What do I want to accomplish?
  - Why: Specific reasons, purpose or benefits of accomplishing the goal.
  - Who: Who is involved?
  - Where: Identify a location.
  - Which: Identify requirements and constraints.
Measurable

Include how you will know if you have met your goal.

◦ A measurable goal will usually answer questions such as:
  ◦ How much?
  ◦ How many?
  ◦ How will I know when it is accomplished?
Attainable

Goals should have outcomes that are realistic given your current situation, resources and available time.

◦A useful question to ask is, “How can the goal be accomplished?”
Relevant

Goals should help you on your journey toward meeting larger, ultimate life outcomes.

Useful questions to ask include:
- Does this seem worthwhile?
- Is this the right time?
- Does this match your other efforts?
- Are you the right person?
- Is this goal in alignment with your other goals?
Time Bound

Goals should include realistic timeframes for achievement.

Useful questions to ask include:
- When?
- What can I do six months from now?
- What can I do six weeks from now?
- What can I do today?
Questions
Thank you

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