

# People Biz, Inc.

## GOALS, STRATEGIES, AND ACTIONS

**Goal** - is specific, you know when you have achieved it, it has a date, and you know why you are doing it.

**Strategy** - is a general approach, it cannot be crossed off as done, there can and usually are many strategies to achieve a goal. If one strategy fails, we can try another.

**Actions** - are specific actions you take to support a strategy, different strategies have different actions associated with it. An action has a date and can be crossed off as done.



**Goal:** By February 1<sup>st</sup>, I have created and implemented a system to manage my time, and as a result, I am not missing deadlines.

**Strategies:**

- Research online applications and costs

**Actions:**

- Block out time on December 15<sup>th</sup> to research
- Pick application by January 1<sup>st</sup>
- Install by January 15<sup>th</sup>
- Evaluate effectiveness on February 1<sup>st</sup>

- Identify and fully utilize free/available options

**Actions:**

- Take online tutorial for leveraging Outlook on December 10<sup>th</sup>
- Find someone who does this well and ask them what they do by Dec 15<sup>th</sup>
- Sit down and identify time wasters - make a list by January 1<sup>st</sup>

**Goal:** By June 1<sup>st</sup>, I have professional and positive relationships with my peers on my team, and as a result, people say they are comfortable discussing problems and resolutions with me.

**Strategies:**

- Ask them what they think before stating my opinion/idea

**Actions:**

- Pick one person to try this out on by December 5<sup>th</sup>
- Put a sticky note on my computer today to remind me “what do you think”

- Listen fully without judgement and thinking my idea is the best

**Actions:**

- In team meeting this week, read back what I heard someone say
- Write down what pros and cons their idea has and share
- Focus on the pros and cons, not on the person
- Ask myself, is this right for the company or am I just trying to win?
- Do again the following week in team meeting / assess

- Be aware of body language and tone of voice

**Actions:**

- Ask someone I trust to give me feedback after next team meeting
- Record myself during the meeting
- Be aware of my breathing, is it quickening?
- Focus and slow down my breathing if I’m getting upset