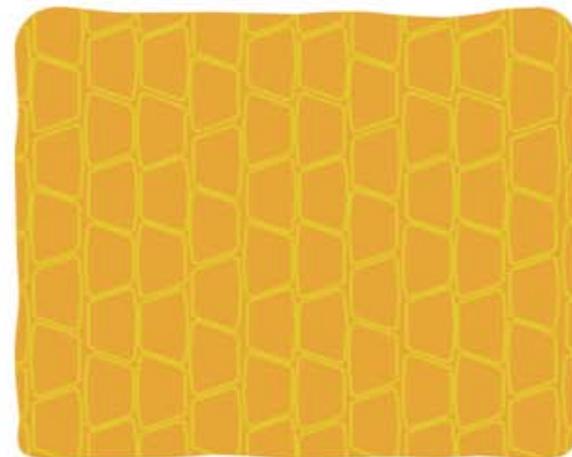


Goal Setting & Effective Career Planning



Andrew Rowan & Mike Murray



ICEBREAKER



- Name
- Institution
- Species/Responsibilities

- What gets you off track from accomplishing your goals?

DERAILERS



- Distractions
- Overwhelmed
- Lack of balance
- Lack of focus
- Lack of prioritization
- Clarity of goals
- Volume of goals

OUTLINE FOR TODAY



- Goal Setting
 - Why we set goals
 - Golden rules of goal setting
 - Creating & maintaining effective goals
- Career Planning & Development
 - Types of career goals
 - Career action planning
 - Building institutional support
 - Resources

WHY DO WE SET GOALS?



WHY DO WE SET GOALS?



- Focus on results
- Continue forward momentum
- Prioritize (obligations & personal desires)
- New Challenges
- Career development

GOLDEN RULES OF GOAL SETTING



- Set goals that motivate YOU!
- Set SMART goals
- Write down your goals
- Refer to your goals daily
- Make an action plan
- Audit and adjust your goals
- Stick with it!

SET GOALS THAT MOTIVATE YOU



- Fitness
- Financial
- Home
- Social Life
- Institution
 - Team
 - Individual
- Career

Setting S.M.A.R.T. Goals



- SPECIFIC
 - So know when it is done



Setting S.M.A.R.T. Goals



- **SPECIFIC**
 - So know when it is done
- **MEASURABLE**
 - Quantifiable



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- ACHIEVABLE
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- **RELEVANT**
 - “Why?”



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 - So know when it is done
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 - Quantifiable
- **ACHIEVABLE**
 - Challenging but feasible
- **RELEVANT**
 - “Why?”
- **TIME BOUND**
 - Start and End point



PUT YOUR GOALS IN WRITING & GET SOME SUPPORT



- Review your goals weekly if not daily
- Post them somewhere visual
- Tell your peers
- Don't be afraid to ask for help
- Frame it positively

- EXAMPLE....

ACTIVITY



- Rewrite these statements in the form of a S.M.A.R.T. goal...
- I want to get in shape and exercise more
- I want to save enough money to afford a Safari in Africa...

ACTIVITY... PART TWO



- Set 6 goals for yourself
 - 3 Personal
 - 3 Professional
- Many of us use time as an excuse....here is 10 minutes!!!

STICK WITH IT...

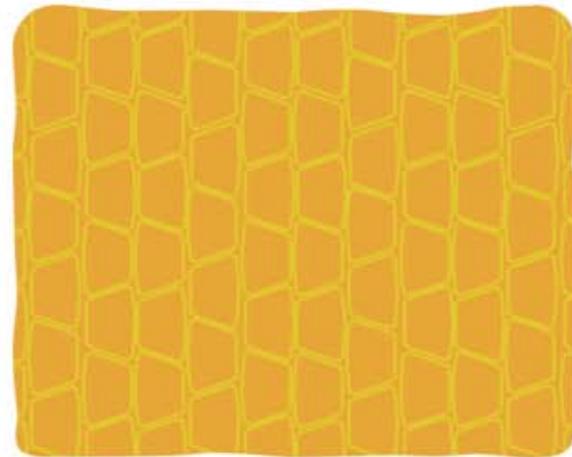


- It takes two months to change or create a habit
- You are your own coach
- You are your own performance manager

BREAK TIME...



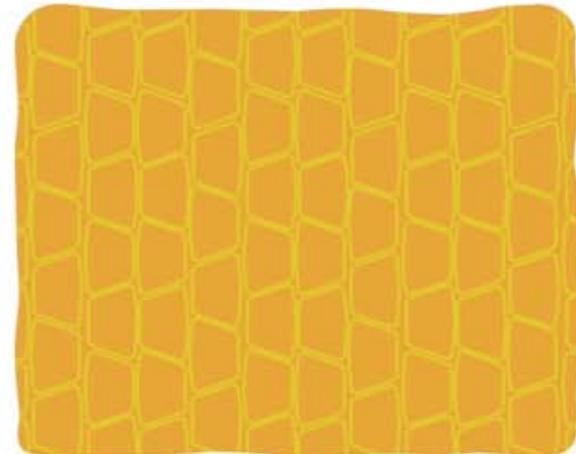
5 MINUTES...



EFFECTIVE CAREER PLANNING



Turning Your Job into a Career



EFFECTIVE CARRER PLANNING



- Commitment: Personal & Organization
- Persistence
- Flexibility
- Positive outlook
- Solution focused
- Leadership
- Communication
- Know yourself
- Help from peers

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CAREER DEVELOPMENT STORY-TIME



What Paradigm do you operate within???



- Paradigms
 - Your distinct thought patterns and concepts...assumptions
 - Paradigm Paralysis
 - Paradigm Shift

TYPES OF CAREER GOALS



- **Result Goals:** They describe the result you will have when you finish the goal. Example: Save \$1 million by age fifty-five.
- **Process/Behavior Goals:** They describe *how* you will do something. Process goals may stand alone, or they may relate to a result goal you've designed. Example: Work out at the gym three or more times per week every week this year. Process goals are the "how." How will you get to your destination? They're the stepping stones on the way to an end result.
- **Performance Goals:** are also called mastery goals because they describe how well you will perform; they measure how good you are at something. Example: Increase my sales revenues 25% this quarter over last quarter. Performance goals focus on achieving a certain level of mastery based on your previous performance

PERSONAL CAREER GOALS



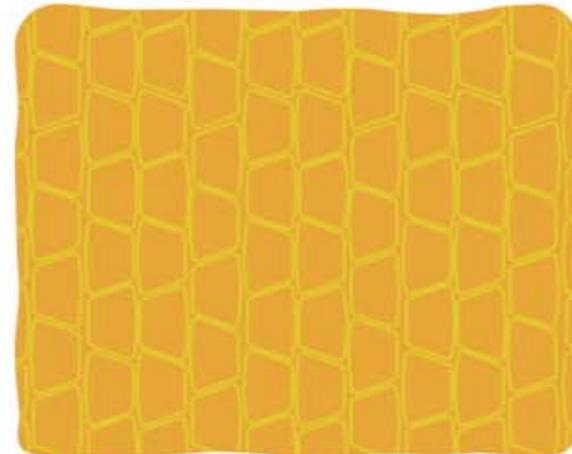
- Position (career advancement)
- Skill development (soft and hard skills)
- Involvement (conservation, AZA, AAZK, ABMA etc.)
- Increased Responsibility and Ownership
- Performance (animal training)

- Some may be long term or short term...

PERSOANL CAREER GOALS



Developing an Action Plan to achieve
your goal



PERSONAL CAREER GOALS

POSITION/PROCESS/PERFORMANCE



- What position/process/performance do you want and by when?
- Steps to take: Actions/Skills/Experience
- Developing your action plan to achieve your goals...

ACTIVITY

Create an Action Plan for one of your goals



- 1, 3 or 5 year Action plan depending on your goal
- Main Goal: “I want_____ by_____”
- Steps and strategies I will take
- Think strategically...the most obvious path may be the most difficult to forge
- Like a training plan for an animal... measurable steps/break-down your goal

GETTING YOUR INSTITUTION BEHIND YOU.....



- “My zoo will never let me work with the tigers.”
- Remember the positive spin!
- Be strategic
- Approach managers, colleagues, and executive staff with solutions oriented ideas and how your goals will improve the institution
- Surround yourself with positive peers and those that can help you achieve your goals
- **YOU ARE YOUR BEST ADVOCATE: MARKET YOURSELF**

GOALS & INSTITUTIONAL SUPPORT



- Realistic
- Relevant to you and your institution
- Relate goal to you and your teams success

- Use this workshop to start the conversation

ACTIVITY

Phrase your Professional goal to management



- Identify the person
- State goal
- Action plan
- How it will benefit your organization
- What you specifically would like them to do

ONE MORE ACTIVITY..



- START-STOP-CONTINUE
- Think about YOUR BEHAVIOR in relation to your daily work, how you interact with your colleagues and how these behavior help or hinder achieving your career goals

RESOURCES



- AZA Schools
- Conferences
- Memberships
- Bachelors/Masters Programs
- Your Community
- **Your Own Institution**



UTILIZING INTERNAL RESOURCES



- Identify strengths and areas of interest/expertise within your facility/colleagues
- Identify continuing education opportunities (brown bags, trainings, lectures, partnerships)
- Identify ConBio opportunities at your facility and in your community

UTILIZING INTERNAL RESOURCES.....



- **GET ENGAGED & INVOLVED IN WORK, VOLUNTEER AND EXTRA CURRICULAR ACTIVITIES WITH YOUR COLLEAGUES AT YOUR ORGANIZATION...NEW RELATIONSHIPS AND EXPERINCES OPEN THE DOORS TO NEW OPPORTUNITES**

REVIEW



- Set S.M.A.R.T. goals
- Apply those goals to your personal and professional life
- Keep them visible and tell someone
- Create a career action plan with measureable/achievable steps
- Share your goals with your institutional leaders
- Solicit support for achieving your goals
- Always be positive and focused!

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