

GOAL SETTING SESSION

Making a Vision Statement

Successful enterprises are driven by a unifying vision or mission statement. This is true for organizations as well as individuals. These overarching statements define who you are and what you are trying to accomplish and are invaluable as you weigh options and opportunities, guiding you along a consistent course. The principles and driving forces outlined in a vision statement will help define the “relevant” section of goal setting. Vision statements provide the underlying thread that unifies all your activities, aligning these with your goals. No mentor can help you achieve your goals if you don’t know where you want to go.

Writing a vision statement takes time and introspection. Accomplished individuals have a passion or a core belief that is driving them. This is the “what they want to do” component of a vision statement, and is often the easiest component to write. A vision statement also needs the components of “how” and “why” this goal is sought. Time spent thinking about their values and priorities help define who they are and what they believe. This takes pre- action reflection (trying to envision how things should go), reflection on action (sitting down to evaluate how things went) and reflection in-action (evaluating how things are going in the moment).

Setting SMART Goals

1. **Specific**: The specifics to include are what, why, who, where, which of your goal. This will help you to evaluate for the necessary resources and skills to achieve your goal.
2. **Measurable**: The goal needs to be measurable in some way to allow you to determine if you achieved it or how close you are to achieving it. Usually this includes information such as how much or how many, i.e. quantities which allow you to objectively measure progress.
3. **Achievable**: The goal needs to be achievable. If it is unachievable then you are doomed to failure. That doesn’t mean that career goals set in the first years on faculty have to come true for you to be a success as long term goals will often shift as you grow and learn within your “core purpose”.
4. **Relevant**: Success comes when we follow our “core purpose. The core purpose is the driving force in one’s professional life around which all activities should align. Goals you set should be milestones toward an ultimate destination or achievement.
5. **Timely**: Goals must be timely and realistic, ie. I will have this completed by...

Vision and Goals Worksheet

Vision Statement:

Short Term Goals (1 year):

1.

2.

3.

Long Term Goals (3-5yrs)

1.

2.

3.

Aligning Goals and Activities

Adapted from Cutrer, et al. Junior Faculty Development Program Using Facilitated Peer Mentoring. MedEdPORTAL. 2014. https://www.mededportal.org/doi/abs/10.15766/mep_2374-8265.9905

Everything you do in your scholarly life should have a purpose. The most satisfied and energetic people are those whose activities reflect their passion and skills while being valued by society/institution. Some activities may not be in your “passion” circle and hence not in your vision statement, but you have a skill set and the institution highly values the activity. These are important activities and must be weighed against limited time for activities in your core purpose. Many spend time on activities that we are passionate about and are skilled, but may not be highly valued or rewarded by the institution. Again, these are often important for our well being and fulfillment and you should consider ways you can get these into the “valued” circle. With a vision statement and a list of goals, take the time to review the activities identified on your CV or below. How well do your activities reflect your goals?

Instructions:

- 1) List up to 10 academic activities you participated in recently. These may include clinical time, research time, committee meetings, teaching, etc.
- 2) List the hours total you spent on each item
- 3) Rank these activities from 1-10 relative to their value to your career goals and vision statement from the first page.
- 4) Evaluate to see if your activities are bringing you closer to your goals/vision statement or if they bring you joy, if not, consider freeing up your scheduled from these activities

Activity	Time Spent	Rank of Value