

# **EFFECTIVE GOAL-SETTING**



# Introduction

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# Who We Are



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Director of Business Development

# Our Firm



**Steptoe & Johnson PLLC is a U.S. law firm with core strengths in energy, labor & employment, litigation, and transactional law.**

**Our firm has more than 280 lawyers across 18 offices in 7 states, representing more than 40 unique practice areas.**

# **EFFECTIVE GOAL-SETTING**



# Background

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# **Personal and Professional**

- **Think of goal-setting as self-care, an investment in your own well-being.**
- **Use goal-setting to motivate yourself and your team.**
- **Build habits in and out of the office.**

# Goal-Setting Theory of Motivation



According to Edwin Locke's theory, goal-setting is essentially linked to task performance and that specific and challenging goals, along with appropriate feedback, contribute to higher and better performance.



# **Goal-Setting at Steptoe & Johnson PLLC**

- **Personal Performance Plan Process**
- **Training at all levels across the firm**
- **Goal-setting exercises**

# **Discussion Break**

**Tell us about the intentional goal-setting taking place in your firm or in your personal life.**

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# Framework

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# **Important Considerations**

**You must evaluate:**

- Current conditions**
- Organizational policy and procedure**
- Resources available to you in the here and now**
- Your own focus and potential**

# Modeling Your Goals: SMARTER

<b>S</b>	<b>Specific</b>
<b>M</b>	<b>Measurable</b>
<b>A</b>	<b>Attainable</b>
<b>R</b>	<b>Relevant</b>
<b>T</b>	<b>Time-bound</b>
<b>E</b>	<b>Evaluated</b>
<b>R</b>	<b>Revisited</b>

# Modeling Your Goals: GROW

- G** Goal: What do you want?
- R** Reality: Where are you now?
- O** Options: What could you do?
- W** Way: What will you do?

# Fill in the Blank

I will work with \_\_\_\_\_ to \_\_\_\_\_ by \_\_\_\_\_.

I will accomplish \_\_\_\_\_ by \_\_\_\_\_ in order to \_\_\_\_\_.

My team will \_\_\_\_\_ in order to \_\_\_\_\_ within \_\_\_\_\_.

We will \_\_\_\_\_ in \_\_\_\_\_ by \_\_\_\_\_.



# **Discussion Break**

**Which of these models are you most drawn to and why?**

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# Support

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# **Accountability**

- **Evaluations**
- **Teams**
- **Working groups**

# **Tools**

- **Performance management platforms**
- **Business intelligence tools**
- **Project management software**

# Coaching

- Programs
- Projects
- Performance

# **Discussion Break**

**Tell us about any special programs or tools you are using where you could place emphasis on goal-setting as a practice.**

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# Development

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# Getting Started

- **Start small (with yourself or a team you lead)**
- **Find accountability partners**
- **Create a system**
- **Celebrate your wins**

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# **Challenge**

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# **Our Challenge to You**

- 3 goals for yourself**
- 3 goals for your team**
- Share and discuss to increase accountability**

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