



The Importance of Writing and Tracking our Goals

Why Set Goals?

“Our goals can only be reached through a vehicle of a plan, in which we must fervently believe, and upon which we must vigorously act. There is no other route to success.”

- Pablo Picasso

According to research done at Virginia Tech by Dave Kohl, people who write and review their goals are **NINE times as likely to accomplish them**. This takes intentionality, however. His research also revealed:

80% of people don't have goals

16% do, but don't write them down

<4% write them down

<1% review them ongoing

How can we successfully make goals?

Make a SMART goal!

- *Is it **S**pecific?*
- *Is it **M**easurable?*
- *Is it **A**chievable?*
- *Is it **R**ealistic?*
- *Can you make a **T**imeline?*

How do we build new skills?

According to Gordon’s Skill Development Ladder, when first learning to do something new, we are unaware of what it takes to accomplish a new skill. We are **unconsciously unskilled**. As we progress, we become aware of everything we don’t yet know; we become **consciously unskilled**. We develop skills and goals through gathering information, modeling, practicing, observing, and receiving coaching and then become **consciously skilled**. After enough time and repetition, we develop mastery of a skill, and become **unconsciously skilled**.

- **UN**consciously **unskilled** (We don’t know what we don’t know)
- **CON**ciously **unskilled** (We know what we don’t know)
- **CON**ciously **skilled** (We know how to do a new skill, but have to think about it)
- **UN**consciously **skilled** (After repetition, the new skill becomes natural for us)

Skill Development Cycle: How we Accomplish our Goals

Research done by Bruce Joyce and Beverly Showers shows us that acquiring knowledge (reading books, attending lectures) a person will typically retain 10% of the material presented. When a person can model what they’ve learned, they retain 32%. When a person practices and observes the knowledge presented in action, 65% is retained. **When a person receives additional feedback and coaching, they retain 85 -100% of the material.**

Becoming aware of the process of learning can be a great motivator to practice and coach, and to keep pursuing your goals!

