

Getting Back on Track with Micro-Goals

What is a Micro-Goal?

A micro-goal is something that you can accomplish quickly (in a day or a week), while a short-term goal is something that takes less than a year. Think about what you can get done today, tomorrow, and during the week. Once you can accomplish the first set of micro-goals, keep repeating until there is more certainty in the future so you can plan longer-term goals.

Personal	
Strategy	Make a career change
Goal	Complete a degree
Micro-goal	Review a list of schools and create a short list
Professional	
Strategy	Increase business in manufacturing
Goal	Onboard 3 new clients in the manufacturing industry
Micro-goal	Create a list of individuals to reach out to on LinkedIn

Set Your Micro-Goals

What are your strategic goals (targets that take more than 12 months to complete)	
What can I do TODAY to make one, small step towards this goal?	
What can I do TOMORROW to take another step towards this goal?	
Now, put these small steps into your calendar and complete	
Repeat next week and think what you might change up.	
Think of a small way to celebrate completing your micro-goal for you and your team.	

Other Suggestions:

If you are trying to help your team re-align their goals, before setting micro-goals, we suggest conducting a **Keep-Start-Stop Activity**. This activity is a way to work with your team to decide what you should **Keep** doing because you see it working towards the goals, what you need to **Start** doing in light of the changes happening, and what you should **Stop** doing because the team doesn't like doing it and it isn't helping get towards the larger goal.

If you are looking for assistance with goal-setting for you and your team, please contact us at sgandsey@leadershipextension.com.