

Member's Quarterly

Winter 2023 Edition

President's Message

Personal Goals at Work or Home

Stick to the plan

We all need a plan. Without one, especially at work, we can float around for a while, but sooner or later we end up drifting aimlessly. This is true whether you work in a traditional office or remotely. Perhaps it is even more crucial to set some priorities when the boss isn't physically looking over your shoulder.

The basics are the same when it comes to individual priorities. Start by choosing the right goals- SMART goals. You know the drill: Specific, Measurable, Achievable, Realistic and Timely. Pick some that are within your ability and enthusiasm range. You might want to run a full marathon, but a 2K race would be more your speed and within your capacity. Then write them down. There's something about putting things on paper that makes them more real like your to-do list. If it doesn't get on the list, it may never get done.

Take one step towards the first goal on your list. It's amazing what happens when we take that action. Our goals become one step closer and they start to become achievable. Then keep at it, reassessing as you go along and find a way to be accountable, even if you're working on personal goals. Talk to your managers or close friends who know you well and get their feedback and support. This may be crucial to your success.

All this works well when you're in an office environment. How would that work if you are part of a remote team or teleworking? Probably the biggest difference is that at home, you must manage your own time. That is when you can get the kids and the dog out of your workspace. It is most important to identify your actual workspace when working from home. If all you have is the kitchen table, then that area must be off-limits to everyone else while you're working. They can come get a snack and then leave.

Learn not to procrastinate or delay and keep a 'task list' that allows you to track the progress on your goals. Break down bigger jobs into smaller, more manageable chunks so you can make the most of small gaps in your schedule. Do one thing at a time and try to avoid multitasking. Sometimes that leads to what you think is greater productivity, but you can also miss important things if your attention is scattered.

When you work from home, you also need to find a balance between work and the rest of your life. Set fixed hours and allow yourself regular breaks. You must clock out at the end of the day. Put your smart phone and laptop away and enjoy your evening. You can enjoy your life and achieve your personal and professional goals. At home, you're the boss- at least until the kids get home from school.



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