**Good Morning Career**

**Exercise No. 8: Goal setting and performance management**

Here is a small exercise for you, where you set a long term goal, then break it into small milestones. Then you try to achieve the goals and check your performance while doing so.

Take up a book and set a target of how many chapters of it you want to read in five days.

Let’s say you set a target of ten chapters. Then being able to read ten chapters would be considered as 100 per cent achievement. Being able to read only five chapters will be considered as 50 per cent achievement and so on. Remember, goals should be measurable, because if you cannot measure them, you cannot improve upon them.

Since you have to complete the goal in five days, we can divide the above target into daily targets: two chapters every day, i.e. 20 per cent every day.

**Day 1**

What percentage of the target did you achieve? …………………………………………………………………………

If you failed to achieve your day’s target, what was the reason?

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Add the unfinished task to the next day’s target.

**Day 2**

What percentage of the target did you achieve? …………………………………………………………………………

If you failed to achieve your day’s target, what was the reason?

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Add the unfinished task to the next day’s target.

**Day 3**

What percentage of the target did you achieve? …………………………………………………………………………

If you failed to achieve your day’s target, what was the reason?

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Add the unfinished task to the next day’s target.

**Day 4**

What percentage of the target did you achieve? …………………………………………………………………………

If you failed to achieve your day’s target, what was the reason?

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Add the unfinished task to the next day’s target.

**Day 5**

What percentage of the target did you achieve? …………………………………………………………………………

If you failed to achieve your day’s target, what was the reason?

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Add the unfinished task to the next day’s target.

Now that the deadline is over, what was the total percentage that you achieved? …………………………………………………………………

**Time to answer the questions below.**

1. If there was a failure to achieve 100 per cent in five days, what were the major reasons?

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1. What actions would you take to avoid the above reasons in future?

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1. Did you achieve 100 per cent before the end of five days?

If yes, then do you think that you had set your target very low?

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1. Would you like to try another goal-chase with a bigger and more challenging target?

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If your answer to question 4 is yes, then you are all set to prove your­self in the corporate world. It is time you create your real-life goal(s) sheet.

So what are you waiting for? Get on with it!