



# **EFFECTIVE GOAL SETTING & CAREER DEVELOPMENT**

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# ICEBREAKER

- Name
- Where you work and what you work with
- What gets you off track from not accomplishing you goals



# WHAT GETS YOU OFF TRACK?

- Distractions
- Overwhelmed
- Balance or lack of priorities and focus
- Goal gets replaced
- Clarity of goals
- Volume of goals



# OUTLINE FOR TODAY

- Goal Setting
  - Why we set goals
  - Golden Rules of Goal setting
  - Creating goals
- Career development
  - Career action planning



# WHY DO WE SET GOALS?



# WHY DO WE SET GOALS?

- Focus on results
- Continue to move forward
- Prioritize (obligations and personal desires)
- Enjoy new challenges
- Career development



# GOLDEN RULES

- Set Goals that Motivate You
- Set SMART Goals
- Set Goals in Writing
- Make an Action Plan
- Stick With It!



SET GOALS THAT MOTIVATE YOU





# SET GOALS THAT MOTIVATE YOU!

- Fitness
- Financial (travel or large purchases)
- Career
- Home
- Social Life



# SETTING S.M.A.R.T. GOALS

- Specific
  - So you KNOW when it is done



# SETTING S.M.A.R.T. GOALS

- Specific
- Measurable
  - Quantifiable



# SETTING S.M.A.R.T. GOALS

- Specific
- Measurable
- Achievable
  - Challenging but feasible



# SETTING S.M.A.R.T. GOALS

- Specific
- Measurable
- Achievable
- Relevant
  - How it matters
  - The “why?”



# SETTING S.M.A.R.T. GOALS

- Specific
- Measurable
- Achievable
- Relevant
- Time Bound
  - Start and End points



# SET GOALS IN WRITING

- Put it somewhere visual
- Tell someone
- Frame it positively
- Example:



# ACTIVITY

- Re-write statement into SMART goal:
  - “My goal is to exercise more.”





# ACTIVITY

- Set 6 goals for yourself
  - 3 Personal
  - 3 Professional
- Sometimes we use time as an excuse...here is 10 minutes!



# ACTION PLAN

- Approximations/steps
- Set five-year career plan



# STICK WITH IT!!!!

- It takes two months to change or create a habit...



# CAREER DEVELOPMENT

- Andrew
- Mike
- Victor



WHAT ARE SOME CAREER GOALS?



# CAREER GOALS

- Position
- Skill development
- Involvement (conservation, AZA, etc.)
- Animal management



# POSITION

- What position do you want and by when?
- Steps to take
- Same idea applies to the other areas of career development



# ACTIVITY

- 5 Year action plan
- Main Goal: “I want \_\_\_\_\_ by \_\_\_\_\_”
- The steps I will take include





# RESOURCES

- AZA Schools
- Conferences
- Memberships
- Masters Programs
- Your own institution



# GETTING THE INSTITUTION BEHIND YOU

- “My zoo will never let me work with the tigers.”
- Remember to positive spin!
- Be strategic
- Approach managers, colleagues, and executive staff with solutions oriented ideas and how your goals will improve the institution



# ACTIVITY

- Break into groups and phrase a goal to management
  - Have a clear person in mind
  - State goal
  - Action plan
  - How it will benefit the institution
  - What you specifically would like them to do



# REVIEW

- Set S.M.A.R.T. goals
- Apply those goals to your personal and professional life
- Keep them visible and tell someone
- Create action plan with measureable steps
- Always be positive and focused!

