



Getting Things Done

Virginia Sharp March

May 27, 2020



Virginia Sharp March

DISCOVER
OCPL
ONSLow COUNTY PUBLIC LIBRARY

- Director, Onslow County Public Library, Jacksonville
- 23 years, public library director
- Multiple professional leadership positions

Overview

Meet Participants

Start with the End in
Mind

SMART Goals

Tools & Resources

Things I Have Learned

Go - Get it Done!



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UFOs

UnFinished Objects

Share with Group via Chat
Library, an UFO in your life



Begin with the end in mind.

Stephen R. Covey
7 Habits of Highly Effective
People



How to Determine the End

MISSION



VISION



GOALS



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SMART Goals

Specific

Measurable

Achievable/Attainable

Relevant

Time bound

Specific

Ask the five W's – who, what, why, where and which

Use action words

Avoid being vague

Identify Resources

Measurable

Ability to track progress

Method of evaluation

Intended Outcome

Achievable Attainable

Be realistic

Challenging

Motivation

Relevant

Does it relate to the Mission and Vision

Does it relate to the end users

Appropriate Timing

Time Bound

Set end date

Set intermediary dates

Be specific

Example : Spartan Sprint



S.M.A.R.T. GOALS WORKSHEET

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

INITIAL GOAL	Write the goal you have in mind Compete in an obstacle course race.
S SPECIFIC	What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal? Train for and compete in an obstacle course race. Compete with my daughter and two friends who are experienced at the Spartan races. Compete in June of 2019 in Fayetteville, NC. This is a challenge to test my strength and abilities plus it looks like a lot of fun.
M MEASURABLE	How can you measure progress and know if you've successfully met your goal? Follow the Spartan Workouts which are posted weekly on its website and social media. Keep track of training and share progress with teammates in order to encourage one another and be ready for competition. Review videos from others who have competed in the event to become more knowledgeable about the course and obstacles. Register for the event. Compete and finish within the allotted time.
A ACHIEVABLE	Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve? I have competed in road races and sprint triathlons. I can use that as a baseline and train for the specific obstacles. Motivation is to continually challenge myself. I have the discipline to follow a training schedule in the allotted amount of time to feel prepared.
R RELEVANT	Why am I setting this goal now? Is it aligned with overall objectives? Overall mission in my life is to stay healthy, fit and active as long as possible. I like to continue to challenge myself and improve my abilities. This would be a new activity to do all of that along with enjoying the challenge with my daughter and friends.
T TIME-BOUND	What's the deadline and is it realistic? The event is June 1, 2019. Training will start January 1, 2019 which allows enough time to be properly prepared.
SMART GOAL	Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed Train for and compete in a Spartan Sprint Obstacle Course Race with Jenna, Megan and Tony. This will improve my health and challenge me to become more fit and healthy. Follow the Spartan Workouts which are posted weekly on its website and social media. Keep track of training and share progress with teammates in order to encourage one another and be ready for competition.

Tools & Resources

SMART Goals Worksheet
Gaant Charts

Office365
Planner
Teams
OneNote

Microsoft Office
Excel
Word
PowerPoint
Outlook

Google
Calendar
Google Analytics

Apps & Online Tools
Milestone Planner
Trello – Goal Buddy

Day Planners
Organizers
Accountability Partner

Things I have learned

Take Time to Plan

Visualize the
Results

Verbalize the Goal

It's Okay to
Modify

Cue-Routine-Reward

Routine can be
bad

Habits Need to
Change

5 Second Rule

Make the Effort

Don't Hit the
Snooze Button

La Sagrada Familia, 2016 to 2019





Go - Get It Done!

Identify One Takeaway to apply to a current goal

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Share One Takeaway with someone else

Resources

- “30 Goal Setting Tools that will help you achieve success” December 5, 2018, <https://cool.club/blog/goal-setting-tools/>
- “The Essential Guide to Writing S.M.A.R.T. Goals” by Kate Eby, January 9, 2019, <https://www.smartsheet.com/blog/essential-guide-writing-smart-goals>
- “Start. Punch Fear in the Face, Escape Average, Do Work that Matters” by Jon Acuff, 2013, Ramsey Press.
- “Finish: Give Yourself the Gift of Done” by Jon Acuff, 2017, Portfolio Press.
- “7 Habits of Highly Effective People: Powerful Lessons in Personal Change” by Stephen R. Covey (1989) 2013 anniversary edition, Simon & Schuster.
- “The Power of Habit: Why We Do What We Do in Life and Business” by Charles Duhigg, 2012, Random House.
- “Smarter Faster Better: The Power of Habit” by Charles Duhigg, 2016, Random House.

Resources

- “Girl Wash Your Face: Stop Believing the Lies About Who You Are So You Can Become Who You Were Meant to Be” by Rachel Hollis, 2018, Nelson Books.
- “Girl, Stop Apologizing: A Shame-Free Plan for Embracing and Achieving Your Goals” by Rachel Hollis, 2019, HarperCollins Leadership.
- “Strategy and the Fat Smoker: Doing What’s Obvious But Not Easy” by David Maister, 2008, The Spangle Press.
- “Stop Saying You’re Fine: The No-BS Guide to Getting What You Want” by Mel Robbins, 2011, Harmony.
- “The 5 Second Rule: Transform Your Life, Work and Confidence with Everyday Courage” by Mel Robbins, 2017, Savio Republic.

Thank You

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INITIAL GOAL	Write the goal you have in mind
S	What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?
SPECIFIC	
M	How can you measure progress and know if you've successfully met your goal?
MEASURABLE	
A	Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?
ACHIEVABLE	
R	Why am I setting this goal now? Is it aligned with overall objectives?
RELEVANT	
T	What's the deadline and is it realistic?
TIME-BOUND	
SMART GOAL	Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed

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