

## Goal Setting & Individual Action Plan

To achieve personal excellence throughout your umpiring career, you are bound to measure your success in a variety of ways, perhaps accreditation progress and the achievement of your goals.

It is important to recognize that **goal setting** and **action planning** are two critical processes undertaken by every successful umpire.

### Goal Setting

**SMART** Goals – Specific, Measurable, Achievable, Realistic, Timely

#### **S**pecific

A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six 'W' questions:

- |        |                                                                 |
|--------|-----------------------------------------------------------------|
| *Who   | Who is involved?                                                |
| *What  | What do I want to accomplish?                                   |
| *Where | Identify a location                                             |
| *When: | Establish a time frame                                          |
| *Which | Identify requirements and constraints                           |
| *Why:  | Specific reasons, purpose or benefits of accomplishing the goal |

**EXAMPLE:** A general goal would be, 'Get in shape'. But a specific goal would be, 'Join a health club and workout 3 days a week'.

So a long term general goal may be to umpire at a World Championship, short term goals may be, achieve level 4, Level 5 and so on. The specific goal may be to improve plate mechanics or improve handling of players and coaches.

#### **M**easurable

Establish concrete criteria for measuring progress toward the attainment of each goal you set.

When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

To determine if your goal is measurable, ask questions such as..... How much? How many? How will I know when it is accomplished?

## **A**ttainable

When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allows you to possess them.

## **R**ealistic

To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress.

A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labour of love.

## **T**imely

A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. If you want to lose 5kg, when do you want to lose it by? 'Someday' won't work. But if you anchor it within a timeframe, 'by May 1st', then you've set your unconscious mind into motion to begin working on the goal.

Your goal is probably realistic if you truly *believe* that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

## **Find a Mentor**

A mentor is someone more skilled or experienced who offers advice, support, and guidance to facilitate the learning and development of a more junior or less experienced person. Mentoring relationships occur in all aspects of life but are often a key feature of the organisational life where more senior staff members take on the role of being a role model, trusted adviser, coach, and teacher to their junior colleagues.

In the work environment, mentors can play an important role in the career advancement of more junior staff by offering on-the-job support, career advice and access to networks and organisational knowledge (both formal and informal). Many successful people have had mentors help them along the way. You may have more than one, someone sports specific, someone with life skills.



## Personal Goal Setting

Date \_\_ / \_\_ / \_\_

Consider **Short**, **Medium** and **Long** term goals. Note: Your Mentor may assist with this process.

**Goal 1** Quality Check :  Specific  Measurable  Achievable  Realistic  Timely  
XXX

**Goal 2** Quality Check :  Specific  Measurable  Achievable  Realistic  Timely  
XXX

**Goal 3** Quality Check :  Specific  Measurable  Achievable  Realistic  Timely  
XXX

## Individual Action Plan

Once you have defined and committed to a SMART Goal, the next step is to implement an Individual Action Plan.

Action planning need not be a complex and difficult process. Keeping sight on your goals, action planning simply outlines the small steps, the short term goals to be achieved one step at a time. Try to focus on only three key Actions at any one time. This will allow the process to seem achievable and you will not be consumed with too many things at once.

Carry out a SWOT analysis, write it down, you must be true to yourself; this will help you with your ACTION plan.

S = Strengths                      W = Weaknesses                      O = Opportunities                      T = Threats

Action means doing, keeping the plan alive and editing, amending and adding steps as you progress. Writing down an action plan is much like writing down your goals, it will assist you to commit to the end result and it is easier to hold yourself accountable to the actions and the deadlines.

The basic premise of development planning is **ACTION**:

### 1 Identifying where you are right now

- a. What are your strengths?
- b. What are your weaknesses?

### 2 Identifying where you want or need to be. Perform a GAP analysis (where are you now)

- a. What needs to be worked on for you to get to the next level?
- b. Which weaknesses need to be addressed?
- c. What area is to be given priority?

### 3 Coming up with a plan to fill that gap

- a. Be specific
- b. Identifying resources
- c. Create a schedule

**Remember: 'Action' implies doing, keep the plan alive!**

**If you do not achieve the goal within the planned time frame, don't give up. Re-assess the plan, and re-action it.**

## All Development is Self Development

One of the greatest roadblocks most people encounter in their career success is that they failed to develop a critical skill or are concentrating on developing the 'wrong' skill set for the jobs they currently have or the jobs they someday want.

Self-awareness is the first step on the path to career development. By assessing themselves against the competencies, individuals (together with their supervisors/coach/mentor) can identify both their current strengths and their developmental opportunities.

In the Individual Development Plans' most common application, individuals review the competencies first to assess their personal level of skill – and once again to determine the relative importance of each competency to be a success at the desired level of officiating.

By analysing and discussing the gaps between their current level of skill and the competencies important for success in their jobs, individuals can gain insight about their current and future prospects and determine whether or not they want to find a developmental remedy.

Development is tough because development means change, and most people don't like change, especially at the personal level. Development cannot be wished for or directed by well meaning mentors. Successful development needs to occur at the core of the individual. ***The only person who can develop is a motivated adult with a need.*** Only those individuals, who are serious about learning and adopting new skills, will develop.

The key to an individual's successful growth is her/his own sense of personal responsibility for development and career growth. For effective development to occur, you need to develop a plan that is tailored to specific development needs and includes ways to get continued feedback.

## Successful Development Requires Regular Feedback

Others can, and will, help by encouraging, supporting and guiding an individual's development efforts. Theoretically you can grow on your own, yet change efforts can be significantly enhanced with the support of others who can provide ongoing feedback and encourage accountability. Beyond the supervisor, help can come from many sources - a trusted colleague, a mentor or even others outside the organisation.

Find someone you can share success with, it may be your mentor, it may be someone else. It is important to get praise from someone who knows your goals along the way, even if it's yourself.

- 1 Set Goal – Long term, short term
- 2 Set SMART Goal
- 3 Carry out SWOT analysis
- 4 Carry out GAP analysis
- 5 Find a Mentor, discuss and show the Goal and Action Plan
- 6 Set your Action Plan

# Individual Action Plan

Date \_\_ / \_\_ / \_\_

Key Focus Area Broad Topic as a target	Action Steps: Specific things you have done to achieve your target	Others Involved People who support	Indicator of Success How to determine improvement	Due Date	Status
Plate Mechanics	<ol style="list-style-type: none"> <li>1. Attend the Umpire Clinic in February</li> <li>2. Have brother video my game for review</li> <li>3. Review game with mentor and identify issues</li> <li>4. Practice mechanics off diamond</li> <li>5. Practice mechanics in local game</li> <li>6. Seek feedback from others each game</li> </ol>	<ol style="list-style-type: none"> <li>1. State Trainers</li> <li>2. Brother</li> <li>3. Mentor</li> <li>4. -</li> <li>5. -</li> <li>6. Senior Umps</li> </ol>	<p>Correct Stance – Slot, Head Height and Heel to Toe</p> <p>Correct Signals – Play Ball, Count, Strike, Ball, Check Swing</p> <p>Tracking the ball with my nose</p>	<ol style="list-style-type: none"> <li>1. Feb</li> <li>2. Late Feb</li> <li>3. Late Feb</li> <li>4. Late Feb</li> <li>5. Early Mar</li> <li>6. Ongoing</li> </ol>	<ol style="list-style-type: none"> <li>1. Complete</li> <li>2. Complete</li> <li>3. Complete</li> <li>4. Complete</li> <li>5. WIP</li> <li>6. To Do</li> </ol>
1 XXX					
2 XXX					
3 XXX					