

**LOKU** **SKILLS**  
లొకు స్కిల్స్

**Goal Setting**  
**Techniques for Life**

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## ❖ Backward and Forward technique

### ❑ **Backward goal setting**

#### ❑ **Ultimate goal**

- Become a senior manager in 2027

#### ❑ **Second last goal**

- Become an assistant manager

#### ❑ **First last goal**

- Join as an executive

### ❑ Identify your goals backward

- Ultimate goal
- Third last goal
- Third last goal
- Third last goal

#### ❑ End Goal

- Become senior manager in 2027

#### ❑ Second last goal

- Become assistant manager
  - Get the MBA
  - Performance KPIs
  - Deliver weekly tasks
  - Maintain an idea book to present

#### ❑ First last goal

- Become an executive
  - Deliver weekly tasks
  - Do the work on time
  - Provide regular updates
  - Attend daily
  - Give and take feedbacks
  - Be visible to the manager

#### ❑ Action plan

- Write down your ultimate goal
- Write down your last goals/steps
  - 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> last goals
- Write down your actions for each goals/step

## ❑ Forward goal setting (One word goal setting)

- Student – Study
- Stressful person – Peace
- Executive officer – CEO

### ❑ Step 01

- Start thinking deeper
  - Which area should I focus

### ❑ Step 02

- Divergent thinking
  - Character is you should have

#### Ex: 01

Characteristics to become a singer:

- No stage fears
- Should be stylish
- Body language should be nice
- Should know about musical equipment's
- Should be humble

### ❑ Step 03

- Convergent thinking
  - Singer – performer

#### Ex: 02

#### ➤ Step 01

- What do you want to be
  - CEO

#### ➤ Step 02

- Qualities of a CEO
  - Analytical
  - Communicative
  - Energetic

#### ➤ Step 03

- One word for those qualities
  - Social

❑ **Action plan**

- ✚ Write what you want to be
- ✚ Write down the qualities of that particular person
- ✚ Give a one word for it
- ✚ Make that word visible