

SET SOME GOALS

Toastmasters Fonske Leuven



Whether it's a birthday, New Years, a new job, or a graduation, the beginning of any new chapter, project or journey is always a **time for renewal**. These 'turn-the-page' moments are great opportunities to get some **clarity** on our decisions, to make an inventory of where we are, the **results** we've been getting so far and where we'd like to be – in other words, to **set some goals**.

The Goal Determines the Strategy

Getting clear on your **intentions**, your **reasons why**, stating them clearly & occasionally revisiting them, can help you **focus** on what steps to take next – what's important & what's not, can increase your **accountability & motivate** you in the moments when you're lacking inspiration. Taking the time to do this can prove extremely valuable. Also: **sharing your goals** with someone considerably increases your chances of reaching them.

Get Clear on Your Goals

List 3 reasons **why** you joined Toastmasters, what you'd like to achieve as a member of our club:

- ▶ _____

- ▶ _____

- ▶ _____

Ask yourself what it would **mean** to you to be able to have, do or be some of things listed above:

- ▶ _____

- ▶ _____

- ▶ _____

Are there any specific **skills** you would like to improve?

- ▶ _____
- ▶ _____
- ▶ _____
- ▶ _____

Complete the tables below, rating your ability in each category. Score each statement appropriately:

	Question	1	2	3	4	5
1	I enjoy speaking before an audience.					
2	I feel confident & comfortable about giving a speech or a presentation.					
3	I have tools for how to manage my nerves before & during a speech.					
4	I find it easy to come up with speech topics & to outline a script.					
5	I am able to organize my speeches so they effectively convey my message.					
6	My speech openings capture the audience's interest & lead into my topic.					
7	My speech conclusions are strong & memorable.					
8	I am careful to use words that precisely & vividly carry my message.					
9	I am able to think quickly & clearly in impromptu speaking situations.					
10	I do not depend on notes when giving speeches and presentations.					

(1) A real weakness for me, needs plenty of attention, (2) Could improve, needs more attention, (3) Satisfactory, but could be better, (4) Very good, little room for improvement, (5) Excellent, a personal strength

	Question	1	2	3	4	5
1	I am able to voice my opinions & thoughts in an assertive & respectful way.					
2	I am able to accept (potentially critical) remarks & feedback from other people.					
3	I am able to set clear goals for myself & accomplish them.					
4	I am able to lead or follow a team discussion, reach a consensus & establish team goals.					
5	I am able to clearly communicate my activities to team members & delegate tasks.					
6	I have a solid understanding of my strengths, weaknesses & values.					
7	I am able to resolve disagreements between myself & others.					
8	I am able to resolve disagreements between other people.					
9	I can assess others' strengths & weaknesses and adapt to these, keeping the team goals in mind.					
10	When giving feedback to others, I am able to describe the specific behavior that could be improved upon, give examples & offer specific suggestions for improvement.					

Don't worry if you found some skills that you would like to improve upon. You'll have plenty of opportunities to practice in speeches, evaluations, supporting roles and leadership projects. There are plenty of opportunities to learn.

It can help to discuss your goals with your mentor, so they can provide tailored advice & feedback. We also recommend doing this exercise again after 6 months. Then you'll really realize just how much progress you've made and know what to focus on next.

Name: _____

Date: _____