

 **FastTrack****GOALS AND OUTCOMES / React to urgent needs. Create meaningful results.**

- 1.** What areas do you see in yourself that could be strengthened? What knowledge, experience, training and personal relationships do you need to get there?

- 2.** What steps do you need to take to make sure you have no regrets at the end of your career?

- 3.** Where do you want to be ten years from now in your career—and in your life?

- 4.** Three years from now?

- 5.** I would be more effective in my position if—?

- 6.** Using the Table of Behaviors identify the behaviors that may be holding you back. Which behavior do you want to stop?

- 7.** How did the "old behavior" affect others?

- 8.** Envision yourself stopping the behavior. What would life be like without the behavior?

- 9.** Describe your "personal leadership agenda" and Vision.

● **FastTrack**

GOALS AND OUTCOMES continued

- 10.** What's your professional focus, priority, and vision for the next twelve months? Create a statement (1-2 sentences)

WHAT ARE YOUR GOALS AND OUTCOMES FOR THE NEXT TWELVE MONTHS?

Business Outcomes

- 1.**
- 2.**
- 3.**

Leadership Outcomes

- 1.**
- 2.**
- 3.**

Personal/Professional Development Outcomes

- 1.**
- 2.**
- 3.**

Personal Life Outcomes

- 1.**
- 2.**
- 3.**

What are the top three obstacles that can prevent me from achieving these goals?

- 1.**
- 2.**
- 3.**

Name three people that you can count on to help you overcome your shortcomings and achieve your goals.

- 1.**
- 2.**
- 3.**

● **FastTrack**

GOALS AND OUTCOMES continued

- 10.** What's your professional focus, priority, and vision for the next twelve months? Create a statement (1-2 sentences)

THE WHAT'S HOLDING YOU BACK DIAGNOSTIC / **Table of Behaviors**

Behavior	Feels	Acts	Constructive Behavior
The Perfectionist	Sets impossibly high standards. Perfection becomes an obstacle instead of a means of achieving a goal.	Unable to accept mistakes or imperfections from self and others. Hypercritical.	Learn to accept self and others, warts and all. Keep feedback constructive.
The Victim	Powerless to confront challenges or solve problems.	Seeks out others to deal with difficult situations for them.	Take the initiative to resolve problems.
The Risk Avoider	Insecure.	Avoids situations and decisions in which defeat or failure are possible.	Take risks, and learn from your mistakes.
The Struggler	Isolated and craves attention for their efforts.	Seeks out turmoil and impossible situations—may even create them.	Work towards mutual helpfulness and success.
The Conflict Avoider	Responsible for the happiness of others.	Downplays disagreements, changes sensitive subjects, or avoids topics altogether.	Tell someone you disagree and intentionally bring up difficult situations.
The Overachiever	Afraid of failure and humiliation. Driven by low self-worth.	Overloads on projects. Overcommitted, aka a "Workaholic."	Believe in yourself! Allow others to share the work and the glory.
The Underachiever	Disappointed personally and disappointing to others.	Falls short of others' expectations.	Be accountable and take on personal responsibility.
The Shamer	Perpetually disappointed with people.	Embarrasses people publicly and privately.	Solve issues privately, and praise publicly.
The Fixer	Resentful of others.	Cleans up other people's messes.	Encourage and guide people to fix their own messes.
The Bully	Mad at and alone in the world.	Blows up at others.	Keep calm during tense moments.
The Schmooser	"Always-on" and superficial.	Tells others what they want to hear.	Tell people what they need to hear.
The Micro Manager	Feels that others cannot meet expectations.	Displays low levels of trust and limits decision-making authority.	Share responsibility and the workload – trust people, guide towards results.
The Jester	Anxious about how others might handle the truth.	Deflects serious topics with humor.	Talk through difficult issues with people.
The Scientist	Emotionally empty and isolated.	Reduces feelings to lifeless formulas and equations.	Acknowledge your feelings and the feelings of others.
The Pleaser	Nervous and in need of approval.	Does whatever it takes to be all things to all people.	Don't try to be a superhero – be human!
The Dramatist	Undervalued or unimportant.	Makes small issues large productions.	Keep things in perspective.