

Module 6 v Activity 12 v PRODUCTIVITY

Activity: Goalsetting to Increase Productivity

Materials Needed: Paper, pencil, flipchart or whiteboard, markers

Directions:

1. Give each person paper and a pen or pencil and then read the following to the group:

In order to make effective decisions and remain productive, groups must first analyze problems and then set goals. It is important to avoid personal prejudice or political motivations when setting goals.

2. Divide the participants into small groups of three to five members. Tell each group to imagine the following scenario:

You are on the search committee choosing a new employee for your department. As a group, determine the top five criteria by which you will screen applicants. Your group must reach a consensus on the five most important qualifications for the new employee.

3. After about fifteen minutes, when all groups have finished, have each group share its five criteria and post them on the flip chart.

4. Use the following questions to guide a discussion of the activity:

- ◆ In what ways would a search for a new employee be simplified by establishing goals beforehand?
- ◆ How could decision making and production become bogged down if no goals were set?
- ◆ What are some other situations in your work or personal life where you could accomplish more by setting goals ahead of time?
- ◆ Does goal setting help to clarify a task? If so, how?