



# DEVELOPING FORESIGHT

Learning with intention, planning, focus, and setting goals, is a key to developing yourself, your relationship with others, and being prepared for the future of work.

This Talent Transformation worksheet helps you develop your goals for intentional learning.



# LEARNING TO SET GOALS

By completing and updating this worksheet, you will focus on setting your short-term achievable goals. For example - Setting a goal such as “I want to enhance my presentation skills” rather than “I want to be the marketing head of X company.” Of course, both goals might be reasonable, but short-term achievable goals will help you learn with intention. Breaking down big goals into short-term achievable goals helps you determine the skills you need to acquire.

	What are your goals?	What skills do you need to satisfy this goal?	How many hours/weeks will you allocate to this goal?	By when do you want to achieve this goal?	What activities are required to achieve this goal	On reflection, what did you learn?
1						
2						
3						
4						
5						



# LEARNING TO SET PLAN

Procrastination and inertia often keep people from making solid plans and following through on them. You can remedy this by adopting a “once-in-a-career” mindset. Suppose you need to manage your finances more effectively but don’t want to make the effort. Try saying to yourself, “This is the only opportunity I will have to achieve this goal, so I should do it!” In the three identical worksheets below name the opportunity, acknowledge the benefits, identify the skills and knowledge you will need, and write down how you will gain them.

Which new opportunity can I benefit from?

What are the rewards that this opportunity will bring?

What do I need to do to achieve success?

What are the skills and competencies required to succeed?

What do I need to do to acquire the skills and competencies required?

How do I have to adapt to take advantage of this opportunity?

What will my 3-month plan look like to take advantage of this opportunity?

What resources will I need?

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What will my 3-month plan look like to take advantage of this opportunity?

What resources will I need?