

SUPERVISORY NEWSLETTER January 2023 | Issue 11


Welcome to 2023!

As we dive into the new year we thought it fitting to focus on setting effective **GOALS**. A quick google search will give you information on why it's important to set goals, reasons people fail to achieve their goals, methods to set effective goals, etc. What you may not find as easily, however, is the importance of your individual goals as they relate to your team's success.

Supervision and leadership are about inspiring people to achieve more, but, can you really do that if your own direction isn't clear? We can't expect to lead others to success if we don't know what it takes to achieve it. Think about the most recent goal you set and the outcome. Did you accomplish what you set out to do or did things fizzle out until the goal was abandoned? If things didn't quite work out the way you had envisioned you are not alone. One [study](#) found that only 19% of people maintain their New Year's resolutions after two years! Luckily, we have access to a vast amount of information and resources to help us become goal-setting pros - starting with this issue!

This month, we challenge you to evaluate your goal-setting skills and think about where you may need to fill in some gaps and/or work on ways to strengthen this skill. Once your goal-setting game is strong you'll be better prepared to help others do the same.

Until next month!

HRS Employee Relations

This newsletter is for YOU, so feel free to reach out with any questions, comments, suggestions, thoughts or concerns you may have that we can address in upcoming issues.

STARTER BITES

"If you don't know where you are going, you will probably end up somewhere else."

- Lawrence J. Peter



"Obstacles are those frightful things you see when you take your eyes off the goal."

- Henry Ford

FEATURE BITES
How Strong Are Your Goal-Setting Skills?

In this assessment via [Psychology Today](#), you'll examine 31 statements and indicate how often or to what degree you agree with said statements. Answer each question honestly for the most accurate results.

[TAKE THE TEST](#)

NOTE: While a full report is only available with purchase, you'll have access to view a free snapshot report with a summary evaluation.

8 Tools for Achieving Your Goals | Natalie Moore

- Eat the "Frog" First**
If you want to achieve your goal, you've got to do that thing on your to-do list that you've been dreading and keep pushing back down to the bottom.
- Create Accountability**
Social accountability is a great way to keep yourself on track. If we're the only one who knows about our goal, it's easy to cheat ourselves and coast.
- Utilize Visualization**
We must see ourselves already in possession of what we desire to make it a reality. Allow your subconscious mind to do some of the work for you.
- Write Your Goals Down**
People are more likely to achieve their goals when they write them down. Take the time to do this for yourself, even if it feels a little silly at first.
- Predict Obstacles**
We know that it's unlikely to be smooth sailing towards our goal. Be a step ahead and predict some obstacles you may come to and how you'll deal.
- Reframe Failure**
If you want to achieve lofty goals, it's time to befriend failure and the lovely (hah!) feelings that come with it. Make peace and see it as part of the process.
- "Gamify" Your Goals**
"Level up" every time you slay an item off your to-do list. Find milestones along the way and reward yourself for a job well-done.
- Identify Role Models**
We need to see that the vision we have for our lives is possible and the best way to do that is to find people who are already living the life you want.

We want to feature YOU! Do you have any supervisory tips/tricks you'd like to share? Burning questions about supervision you'd like to ask? Are you a new UNI supervisor? Do you have a cool or unique workspace? If so, reach out to be featured in our upcoming issues.

SMALL BITES
Why the Secret to Success is Setting the Right Goals | John Doerr

Goals Must Have a Purpose | Simon Sinek

ARTICLE OTM

[11 Reasons Why We Fail to Reach Our Goals](#)


LinkedIn Learning

How to Set Goals When Everything Feels Like a Priority: Coping with Overwhelm
WATCH this video by Dorie Clark

To access this video, click on the purple button above and enter your UNI email address when prompted. If your personal email address populates, please ensure you click on the "change" link first to update your email address. Once entered, click on "Continue to the University of Northern Iowa LinkedIn Learning account" to access content.

The Right Way to Set Team Goals
by Cascade Team

There are organizations that set team goals, and there are organizations that *achieve* their goals. What sets them apart?

Employee engagement.

According to Gallup's latest research, [only 2 out of your 10 team members](#) are engaged at work. Many companies fail to turn their strategic vision into reality because leaders overlook this vital cornerstone of success. When people don't care about their work or the big picture, they won't make a meaningful contribution to the team or the organizational strategy. On the flip side, [Gallup's research](#) shows how engaged employees drive business performance:

- 18% increase in productivity
- 23% increase in profitability (\$\$\$)
- 66% increase in employee wellbeing (leading to better performance)

The goal setting cycle


Successful strategy execution relies on [employee engagement](#). You can't brute force success with a top-down directive where C-suite leaders bark orders to their minions. Instead, you must combine a [bottom-up and top-down approach](#). By embracing a **collaborative approach** that gives everyone a voice, you can improve employee engagement and build high-performing teams. Read on to explore the six pillars of effective team goal-setting and how you can create a mechanism that leads to more engaged employees, faster strategy execution, and better business outcomes.

[Continue Reading >](#)

BIG BITE

Book Club

The Optimistic Workplace: Creating an Environment That Energizes Everyone by Shawn Murphy.

"In our ever-increasing pressure-filled and competitive workforce, most business philosophies have been about nose to the grindstone. "Get 'er done, whatever it takes!" has become our daily mantra. But is pushing everyone harder truly the best path to productivity? Does a stressful culture equal a successful company? The alarmingly low employee-engagement numbers would say no. Supported by the latest research, *The Optimistic Workplace* argues that our best work is the product of a positive environment...and is your complete guide to aligning personal purpose with professional success."

If you would like to read along and share any thoughts or reactions to "Chapter I: The Future of the Workplace" for our next issue be sure to contact us!

LEARNING & DEVELOPMENT

Supervisor Development Series: FLSA/Time-Reporting
Recommended for supervisors with non-exempt (overtime eligible) staff

February 23, 2023 from 3:00 PM - 4:00 PM
March 29, 2023 from 9:00 AM - 10:00 AM

Sessions will take place via Zoom. Click [HERE](#) to register.

Supervisor Development Series: Fundamentals of Supervision
April 12, 2023 from 8:30 AM - 2:00 PM

Save the date! In-person session - registration opening in March.

Register **Addressing Employee Performance Issues in a Supportive Way**
February 21st: Virtual Event

Register **Initiating Difficult Conversations**
April 5th: Virtual Event

COMING SOON

Supervisor Development Series: Leaves, FMLA and Workplace Accommodations

Supervisor Development Series: Addressing Performance Deviations

Supervisor Development Series: Managing Conflict Effectively

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Our Vision

All employees will be positively engaged in achieving their greatest potential while contributing to the success of the university.

Our Mission

Human Resource Services fosters an environment of integrity and collaboration through innovative solutions and communications contributing to the successful recruitment, development, and retention of university employees.