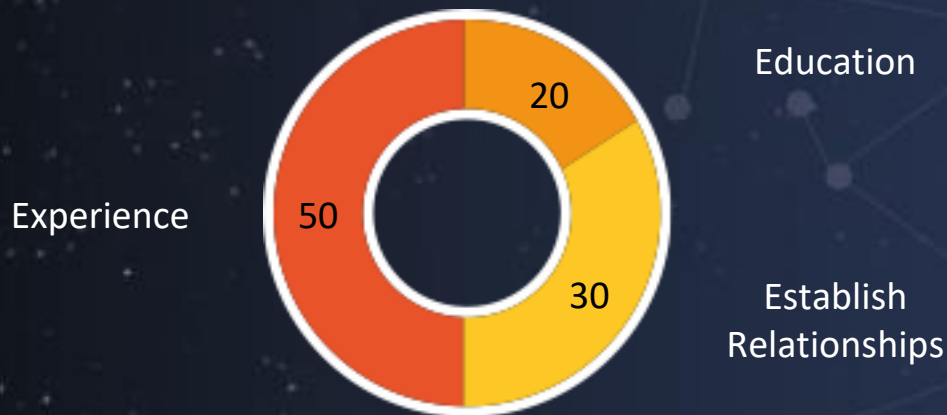


APPLICATION  
FOCUS  
ON RESULTS



Definitely, the cornerstone of success in the organization is to be clear about the objectives, establish indicators that allow us to evaluate the success and of course keeping you focused so that they are reached.

People who develop this competency, have a very strong motivation to fulfill their objectives and the requirements emanating from them. They are not afraid to face new challenges, even if they are difficult and involve taking calculated risks. They collect the information necessary to be clear about what is expected of them and are willing to discover new ways to achieve the results or arrive at the solution to a problem.

It is through commitment, the flexibility to try new things and the high standards of compliance that allow you to achieve the challenging goals in the projects you represent.

Now is the time to put into practice all the knowledge learned. The purpose of the application exercises is to support you in integrating the knowledge with your responsibilities and job functions, as well as improve your performance and continue to develop new skills to boost your career and personal growth.

## REFLECT

- What was the most relevant learning during the Focus on Results module?

- How can you integrate the experience shared by the sponsors to your day to day?

## APPLY

### A. Follow-up Projects

#### Worksheet

1. Choose a project in which you actively participate and be relevant to your functions.
  - This will be the project plan where you must define, schedule the activities that make up the same, as well as identify the necessary resources that will allow following up the process with the intention of achieving the expected results.
  - It is important to consider that this plan is modifiable, that is, you can add or change the items with the intention of making sense of the project described.
2. Follow the instructions in each section.

A) PROJECT

Project description:

Objective(s) of the project:

Involved in the project (roles and responsibilities):

Write your goal:

**Is your goal SMART?**

Evaluate the goal described above according to the SMART criteria.

	SI	NO
Specific: Can it be described the details that make up the goal?	<input type="checkbox"/>	<input type="checkbox"/>
Measurable: The result of the goal, can it be measured by qualitative or quantitative assessments?	<input type="checkbox"/>	<input type="checkbox"/>
Achievable: Is the goal achievable?	<input type="checkbox"/>	<input type="checkbox"/>
Realistic: Is the expected result achievable according to both the factors favoring achievement and the obstacles to achievement?	<input type="checkbox"/>	<input type="checkbox"/>
Time-limited: Has a deadline been set to complete the result?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "no" to any of the above questions, you will need to consider rethinking the goal.

3. You will now need to divide the project into stages and tasks.
- Each stage of the project must have a specific objective and expected results.
  - Equally, it is important that each task be divided into each of the elements; this will allow you to have clarity in each of the expected results.

Your project could be integrated as many stages and tasks as necessary.

B) STEPS AND TASKS

STAGE	GOAL	EXPECTED RESULTS
Task 1:	Necessary resources	Possible obstacles
Expected results	Measuring instrument	Term
Task 2:	Necessary resources	Possible obstacles
Expected results	Measuring instrument	Term

STAGE	GOAL	EXPECTED RESULTS
Task 1:	Necessary resources	Possible obstacles
Expected results	Measuring instrument	Term
Task 2:	Necessary resources	Possible obstacles
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Expected results	Measuring instrument	Term
Task 2:	Necessary resources	Possible obstacles
Expected results	Measuring instrument	Term

4. At the end of the project you will have to reflect on the results and frame the learning for future projects.
  - Perform the exercise individually and with the rest of the team involved in the project.

### C) RESULTS

Result of the project. Was the goal reached? Met or exceed expectations?

Describe the impact of the project

What were the main achievements of the project?

What were the biggest challenges during the project?

What did you learn from the result? What did you learn from the project in general?

Based on what has been learned, What will you do differently in the future to have a better result?

What suggestions or advice would you give to a collaborator with a similar project?

### D) SHARE THE RESULTS

1. Hold a meeting with the team involved to share project ideas, results and learning.
2. Share your findings with other teams. Your lessons learned and results can support other collaborators in achieving their results more effectively.



## B. Tracking Goals:

In this section, we include a guide for reviewing the goals you set at the beginning of the year. We suggest doing it on a monthly basis to know the progress and actions that you must implement to ensure that you achieve that goal.

Use this format to share the findings with your immediate boss:

### E) GOAL REVIEW

<b>Goal (description):</b>	<b>Priority:</b> (1. Very High, 2. High, 3. Medium)
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<b>Expected result to date:</b>	<b>Was it fulfilled?</b>
	YES <input type="checkbox"/> NO <input type="checkbox"/>

#### Findings:

- 
- 
- 

#### Obstacles:

#### Solution:

1.	
2.	
3.	

#### Action plan:

- 
- 
- 
- 
-

## GET READY

Identify the 3 actions you will take the next time you start a project.

## WE SUGGEST YOU TO:

- Check this information with your boss. Discuss the findings and results of your project and take action for future challenges.
- Always keep your project and goals visible. Make the necessary sessions with your team to make modifications or restructuring that allow you to achieve your goals.
- Make sure your goals are always aligned with those of your boss and those of the organization.
- Always use the SMART methodology to set your goals, this allows you to have full visibility of them and therefore define the tasks you need to perform to achieve them.
- Involve the people necessary for each project and strengthen their strengths. Each team member has a talent to contribute to the result.
- Stay focused on the outcome to be achieved. Direct your efforts to those actions that promote the achievement of the objective.