



# Conference Personal Objectives

## A 4-Step Guide to Help you Thrive

The CWB **Gearing Up Conference** equips attendees with specific, actionable tips to enhance their professional and personal lives. We recommend utilizing this worksheet to set your goals throughout the conference and track your progress in achieving them. Ideally, you will be able to use this resource in discussions with your manager and other co-workers for lasting career impact.

### Step 1: Set Goals

**In each session, identify 2, 3 or more personal/professional goals to achieve or make significant progress towards in the 90 days following the conference.** Link your goals to specific knowledge you gained or something you experienced at the conference.

### Step 2: Determine Action Steps

**Identify how you will achieve your goals.** What actions will you take to overcome barriers?

### Step 3: Solicit Feedback

**Share your goals with your front-line manager, eliciting their input and support.** If this isn't possible, try to share them with a peer or mentor who can provide meaningful input and feedback. Record feedback and conclusions, incorporating them in your personal actions.

### Step 4: Track Progress

**Track your progress towards each goal. Reflect on and record progress.** Provide self-evaluative comments on why you have or haven't made the progress you expected. Note changes you might need to make in how you are approaching your goal.

Set personal progress check-ins 30, 60, and 90 days out. The CWB will be following up with the latest resources and relevant news to further support your development.

# Gearing Up Conference - Goals, Action Steps, and Progress

Session	Step 1: Goals: Based on what you learn, set professional and personal goals.	Step 2: Action Steps: What will you do to work toward attaining your goals?	Step 4: Progress Tracking: After the conference, self-assess your progress.
	Step 3: Feedback: Share your goals with your front-line manager.		
Confident Leadership  Minna Taylor			
Building Body Intelligence for Resiliency  Abby Wen Wu			
Build from Within: How to Drive an Impact as an Intrapreneur  Chelsea C. Williams			
Keynote Speaker  Kiana Pierre-Louis			