

# Crystal Mapping How To

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Personal and team goal setting

## 1. Think it

For most of us life is busy. We live at speed, grabbing coffee on the go, having a sandwich at our desk, making calls as we drive. When we have ideas for things we'd like to do or changes we'd like to make we don't write them down so we forget about them — sometimes for good. We either don't make time to plan our lives, our careers, our projects, our family time and our leisure pursuits or we don't know how to. We want to encourage you to take time to think about the things that are important to you personally, in terms of your business and projects and in terms of your personal development and career.

While most of us actively think through the outcomes and results we want to achieve in our business lives and projects, many of us don't have a specific process for collating, collaborating, communicating and progress tracking. Similarly in our personal lives and careers most of us don't make a conscious decision to consider how we might successfully attain our career goals, the things we would like to achieve, the places we'd like to go and the things we'd like to have. The first step to a successful result in any endeavour is to Think about it! How to Structure the Factors of a Problem by Using ConceptDraw Office 2?

## 2. Map it

If you are a business manager or project leader you want to make sure all your people are focussed on the same goals and have the skills to deliver them. It's a cliché that many managers understand the value of personally developing their people and of setting goals but many don't really do it or if they do, they do so half heartedly. One of the main reasons for this is the time commitment it takes and having the right tools to do it. Crystal Mapping makes this a straightforward process, takes little time to set up and gets everyone in your team actively involved in managing the process and keeping it updated.

Similarly one of the problems people often find in trying to improve their personal lives and career is information overload and figuring out what steps to take first. There are so many different methods and techniques of self improvement and such a vast library of literature on the subject that knowing how to remember what is personally relevant and how to bring it all together is a real task in itself.

For example, people might have read everything there is to read about achieving success using the principles contained in Stephen Covey's book "The 7 Habits of Highly Effective People" but they probably don't have a clear plan of how they're going to put them into action. Similarly Anthony Robbins' techniques may be right for some but they want to support them with some other aspects of goal setting and personal performance. What people need is a method of pulling everything together in a personal development map that they can constantly refer to and which can be update as required. A Crystal Map does just that. It helps to:

- Create a "one stop personal development resource" for business and project leaders
- Set goals and sub goals for every area of career / life
- Chart a navigable course to get people where they want to be
- Draw together the main elements of a plan, define what's important and embed key messages
- Include "key learning" from many sources; seminars, books etc.
- Remind people, project team members constantly of what's important
- Keep everyone focused on achieving the overall goals and objectives Problem by Using ConceptDraw Office 2?

### 3. See it

Visualisation is the key to success for many successful people and project leaders. It takes place on two levels.

On one level it is important to visualise goals in our minds and to start to allow our subconscious to go to work on finding strategies to achieve them. On another, providing ourselves with visual anchors and reminders keeps our goals and our objectives in front of mind. Maintaining visibility of goals is essential to achieving them.

Using Crystal Mapping, visualisation becomes a critical part of the process. Being able to see how specific project goals and personal and career enhancement goals fit together as one unified whole helps to simplify the development process and retain the focus on both the details and the bigger picture.

Crystal Mapping uses circles to visually stimulate thinking in personal development maps. As all thoughts comprise a number of sub-thoughts, themes and elements which all chime together to make up a whole idea, a circle shows not only how they are connected but also how they are all unified as part of an overarching purpose or bigger picture. The innate qualities of circles make them ideal for expressing personal development content in team context and they are a good visual metaphor for team work and unity.

## **4. Do it**

When we take a few minutes to think about goals, we are doing nothing new. But now is the time to do something new and different. That is to do something about it. Just do it!

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