

Goal Setting



WHY SET GOALS

- Focus effort and efficient use of resources to accomplish more
- Serve as communication tool to convey what needs to get done
- Enhance mutual understanding and buy-in
- Increase the likelihood desired results will be achieved
- Challenge and stretch ourselves to be even better
- Engage others and make work more meaningful
- Foster alignment within groups and among co-workers regarding goals
- Identify resources and collaboration needed to accomplish work
- Clarify how work is accomplished – the behaviors we use to achieve goals

WRITING MEASURABLE GOALS



- To increase something (funding, engagement, effectiveness)
- To provide something (research, service, analysis)
- To improve something (efficiency, transparency, communication, relationships)
- To decrease something (expenses, inefficiency, costs)
- To save something (time, resources, energy)



JOB PERFORMANCE GOALS

Focus on what needs to be accomplished during the year including specific tasks, projects, or outcomes.



PROFESSIONAL DEVELOPMENT GOALS

Focus on how the work will get done; acquiring skills, competencies, and knowledge needed to perform the current job or prepare for expanded responsibilities.



LEARN BY DOING

JOB
PROJECTS
ASSIGNMENTS



LEARN BY TRAINING

CWD
TRAINING PORTAL
LINKEDIN LEARNING



LEARN WITH OTHERS

FEEDBACK
MENTORS
COLLEAGUES
COACHES

KEY QUESTIONS

- What is the current state and what is the desired state?
- How will this goal be evaluated?
- What specific results and behaviors will indicate success?
- What are the key skills and knowledge needed to meet expectations?
- What are the key skills and knowledge I need to develop to be even more effective ?
- What important skills and knowledge can I develop to help address future needs or challenges?
- What important skills and knowledge can I develop to help me accomplish my career goals?
- What would make work more satisfying for me?