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)

Performance Goals vs Development Goals

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: includes jobs, projects, assignments

Learn by training: includes CWD, training portal, LinkedIn learning

Learn with others: includes 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 for our group?

• What important skills and knowledge can I develop to help me accomplish my career goals?

• What would make work more satisfying for me?