

Setting SMART Goals

Agenda

- Alignment & prioritization
- Types of goals
- Preparing the goal
- Readiness
- Making it SMART
- Making it happen



- We are most effective when we are going in the same direction with a shared purpose

- Knowing what is most important helps us decide what we should be spending time on

- Goals that are aligned and prioritized drive our work

Types of Goals

Strategic & Operational

- What needs to be planned to get us where we want to go?
- What needs to be done to get us there with the desired results?

Development

- How we get it done most effectively

Development Goals

- **Skills, abilities, and experiences needed to:**
 - Reach strategic and operational goals
 - Increase capability in my current position
 - Prepare me for more responsibility in the future

Making your Goals SMART

S Specific

M Measureable

A Aligned

R Realistic

T Time bound

What if I can't measure it?

- Everything can be measured
 - Quantity
 - Quality
 - Feedback
- Use a “proxy” - a good estimate

Preparing the Goal

- What do I want to accomplish?
- Why is it important to accomplish this?
- How is it aligned with where I/we want to go?
- What will happen if I accomplish it?
- What is at stake if I don't?
- What is my readiness level* (my willingness and ability)?
- What needs to be true in order to make it happen?

Readiness Level is a combination of:

Willingness: the amount of confidence, commitment, and motivation demonstrated.

Ability: the amount of knowledge, experience, and skill that a person is currently demonstrating for a task.

Readiness Level is Task Specific

**(R) = Readiness
Level**

R4 Able confident, willing	R3 Able, unsure; able unwilling	R2 Unable, willing	R1 Unable, unsure
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Identify Readiness Level

Task or Goal:

Willingness:

High R4 R3 R2 R1 Low

Behavioral Evidence:

Ability:

High R4 R3 R2 R1 Low

Behavioral Evidence:

Practice Writing a SMART Goal

Prepare the Goal

Check Readiness level

Make it SMART

Next Steps

- Share your draft with someone who can help
- Check in with your manager for perspective*
 - Discuss priorities
 - Share readiness level
 - Enlist support
- Finalize your goal
- Set a plan to create **“windows of when”****
- Track, review, adjust and record

*This can be done before during and after the goal setting process – *especially since your manager may give you some goals*

** from Porter Knight