Goal-Setting Exercises

Introduction

There are six steps to creating your Performance Goals.

1. Understand your supervisor's expectations
2. Identify your major responsibilities
3. Use the SMART method to write goal statements for each responsibility
4. Align your responsibilities to higher level goals
5. Write an Action Plan for each goal
6. Review and finalize the goals with your supervisor

ESS participants were asked to begin step 1 before the Goal-Setting Workshop by having an informal conversation with their manager about expectations and priorities. During the Goal-Setting Workshop, participants will build on this step and practice steps 2, 3 and 5.

Step 2: Identifying Major Areas of Responsibility

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1) What are the <u>major</u> areas of <u>ongoing</u> responsibility in your job? For each, what is the result you are working to achieve?

Area of Responsibility	**Result**

2) What <u>special project(s)</u> do you anticipate working on in the next year? And what are the desired results of these projects?

Special Project	**Result**

Tip: Remember that in the next step you will be writing a goal statement for each of these responsibilities. So it may be helpful to think broadly about your responsibilities in terms of the <u>results</u> you are trying to accomplish, rather than the <u>tasks</u> that you will do.)

Step 3: Writing SMART Goals

For <u>one</u> of the responsibilities identified in Step 2, write a draft <u>Performance Goal</u> using the SMART goal formula.

Goal Statement	What makes it SMART
Do _____. . .	**Specific** action taken
in order to _____. . .	to accomplish **Measurable**, **Relevant** result
By _____	Within certain **Time** frame

Using the same approach, write a draft <u>Development Goal</u>.

Goal Statement	What makes it SMART
Do _____. . .	**Specific** action taken
in order to _____. . .	to accomplish **Measurable**, **Relevant** result
By _____	Within certain **Time** frame

Step 5: Writing Action Plans

Using the attached template, write an Action Plan for your Performance Goal and Development Goal.