

# SMART GOALS

Have you ever been on a team that never seems to get things done or there is definite misalignment? Are you always missing your targets and what you are supposed to achieve?

Using the acronym SMART allows you to remember how to set goals that you can actually achieve.

## LET'S MAKE THIS GOAL SMART:

**"We want more engagement from our employees ."**

|                    |                                                               |                                                                                                                                                               |
|--------------------|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>S</b> pecific   | <b>What exactly if the goal you want to achieve?</b>          |                                                                                                                                                               |
|                    | <b>Not Specific</b><br>Increase employee engagement           | <b>Specific</b><br>Train all employees on company vision, mission, purpose & values.                                                                          |
| <b>M</b> easurable | <b>How will you know you met your goal?</b>                   |                                                                                                                                                               |
|                    | <b>Not Measurable</b><br>Train employees                      | <b>Measurable</b><br>90% completion of company mandated training by April 1, 2021                                                                             |
| <b>A</b> chievable | <b>Is the goal something that can actually be done?</b>       |                                                                                                                                                               |
|                    | <b>Not Achievable</b><br>What actions will you take?          | <b>Achievable</b><br>1. Put courses on Video.<br>2. Get employee access.<br>3. Schedule 30 minutes per week per employee.<br>4. Celebrate progress with team. |
| <b>R</b> elevant   | <b>What is important about the goal?</b>                      |                                                                                                                                                               |
|                    | <b>Not Relevant</b><br>To ensure everyone knows our training. | <b>Relevant</b><br>To share our WHY, to align the teams and to ensure all employees know what is expected of them.                                            |
| <b>T</b> imely     | <b>When will the actions be completed?</b>                    |                                                                                                                                                               |
|                    | <b>Not Time Based</b><br>By April                             | <b>Time Based</b><br>1. Feb 5, 2021<br>2. Feb 13, 2021<br>3. Feb 15-Mar 28, 2021<br>4. Apr 1, 2021                                                            |