

Goal-Setting Exercises

There are 6 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

Step 2: Identifying Major Responsibilities

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

Areas of Responsibility

Result

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- 2) What special project(s) 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 results you are trying to accomplish, rather than the tasks that you will do.

Step 3: Writing SMART Goals

For the responsibilities identified in Step 2, write a draft Performance Goal using the SMART goal formula.

Goal Statement	What makes it SMART
Do _____	Specific action taken
In order to _____	To accomplish Measurable, Relevant result(s)
By _____	Within certain Time frame

Step 4: Writing Action Plan – see attached Action Steps