The Golden Rules of Creating Goals

Rule #1: Your goal should...

Inspire

A great goal motivates you and inspires you to take action toward achieving it.

Rule #2: Your goal should include how you willl take...

Action

Writing a goal with no action steps or plan will result in little to no progress. The more specific you are about what you actually must do to achieve this goal, the more likely it is that you will take those steps.

Rule #1: Your planning process/framework should be...

Systematic

Using a framework to help you write your goal will give you a system with which to work toward you goal. There are many frameworks you can use for writing goals which we will discuss later.

Rule #1: Your goal must be...

Written

If you don't write it down, you are likely to forget why you wrote it in the first place. Writing the goal using your system/framework and putting it someplace you will see it will also encourage you to check in regularly on your progress.

Rule #1: Your goal will fail if you don't…

Follow-up

Set a calendar reminder or appointment to check in on your goal. If you don't regularly check your progress toward your goal, you will lose your inspiration and direction.

Frameworks:

a basic structure underlying a system, concept, or text.

Here are three frameworks you can use to write goals:

1. Verb, Noun, Date, Result

2. (Action)_____

   in order to _____

   so that_____. + Action Plan

1. SMART

(VERB) (NOUN) by (DATE) in order to (RESULT)

1. Attend ___ and apply _____ in order to _____.
2. Deliver ___ by ___ in order to ___.
3. Actively participate in two-way quarterly talent conversations by ___, ___, ___, and ___ in order to ___.

Example:

1. Attend the annual conference and apply the information you learn about best practices in order to ensure that we are utilizing the most efficient technology and process.

2. Deliver the TPS report by noon every Friday in order to give the Budget Officer time to reconcile the account.

3. Actively participate in two-way quarterly talent conversations by 4/30, 8/30, 12/30, and 2/28 in order to ensure you are making progress toward your performance plan goals.

(Action)_____
in order to_____
so that_____.
+ Action Plan

- Action: The specific thing you want to do.

- In order to: establishes the relevance of the task.

- So that: establishes the outcome.

- +ACTION PLAN: What are your specific steps/tasks/deliverables?

Example:

- **Achieve proficiency** (Action) in new performance management program by June 30, 2016 ...

- **in order to** provide appropriate consultation to supervisors and employees on required and preferred application of processes ...

- **so that** supervisors and employees can benefit from the new program and succeed in meeting or exceeding performance goals.

- +ACTION PLAN: What are your specific steps/tasks/deliverables?

S **Specific** – What needs to be accomplished? What outcomes?

M **Measurable** – What data can be used to define success?

A **Achievable** – Is this challenging, but realistic?

R **Relevant** – Does this align with broader goals/needs?

T **Time-bound** – What are the deadlines/milestones?

E **Expectations** – Is it ethical, exciting, and enjoyable?

R **Resources** – What assistance will be provided for this?

Types of Goals:

Provided by UNC General Administration

Individual Goals by Scope

▶ Division-Wide Goals

  ▶ Often tied to University strategic goals or initiatives

  ▶ May have some variation based on employee roles

▶ Work-Unit / Job-Class Goals

  ▶ Goals to improve/sustain work product or team dynamics

  ▶ Goals relevant to particular type of work or team needs

▶ Employee-Specific Goals

  ▶ Specific to the regular duties of the employee

  ▶ Specific to the development of the employee ("stretch")

Individual Goals by Function

▶ Critical-Function / "Deal Breaker" Goals

- ▶ Key deliverables that are essential to the position
- ▶ Often compliance-driven

▶ Project-Oriented / "Big Ticket" Goals

- ▶ Time-specific work in current cycle (eg, grant phases)
- ▶ Unique projects for current cycle (eg, hiring, "clean-up")

▶ Forward-Focused / "Stretch" Goals

- ▶ Activity more aligned with University strategic goals
- ▶ Designed to move the organization forward in some way

You can use any of the frameworks or types of goals provided in your performance plan. They're also great for setting personal goals. Just remember to use the golden rules!

Lose 20 lbs. in 6 months
in order to ... be healthier, have more energy, look better, feel better, fit in my wedding dress again

so that... I can live longer, I can keep up w/ kids, when I go to my high school reunion my ex or that mean girl will be jealous, I can exercise, I can stop using insulin, high bp meds, I can run a marathon.

Have physical plant suicide prevention trained by September 2017.

S - 227 people trained for risks & warning signs of suicide.
M - # of people who receive certificate
A - Yes.
R - aligns with university's policies & needs.
T - Have a year. Milestones = each group that completes the training.
E - ethical. exciting to be prepared. enjoyable training & accomplishing goal.
R - Trainer, space, support from supervisor & time.

GOAL: MOVE ALL INTERNAL GRANT COMPETITI... ONLINE (AWAY FROM PAPER)

S - outcomes: no more paper applications, easier deadline enfor... more efficient; saves staff time, more user-frien...
M - Staff time saved, fewer late applications, fewer admin errors, less paper used >> more budget, # of competitions moved.
A - Yes, realistic → If have capacity to move to online Technology
B - Aligns w/ Paperless goal, univ. sustainability goal, makes us more effic...
T - Move all to Web-based platform by Dec. 2017, 50% by Spring Semester
E - Make my workload less ☺
R - New software?? Have Drupal training, ASU Learn access for... budgetary resources, Supervisor support

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CREATE A TRAINING GUIDE W/ SUPPORT MATERIALS FOR DEPARTMENTAL ADMIN POSITION

IN ORDER TO: ASSIST A POSITION THAT IS IN MULTIPLE PLACES ON CAMPUS. (100's)
SO THAT - WE ASSIST NEW EMPLOYEES AND ESTABLISHED EMPLOYEES (AND) TAKE CARE OF THE SUCCESSION PLAN FOR A POSITION THAT IS IN EVERY COLLEGE ON CAMPUS

S- TRAINING FOR DEPARTMENT ADMINS
M- PHONE CALLS REDUCED TO ALL
A- Learn, anyway just takes a great deal of time
R- SUCCESSION PLAN
T- ASAP - 1 year
E- Reduce costs + frustrations
R- Business Systems, long term admins, HR staff

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