The Golden Rules of Creating Goals
Rule #1: Your goal should...

Inspire
Rule #2: Your goal should include how you will take...
Rule #3: Your planning process/framework should be...
Rule #4: Your goal must be...
Rule #5: Your goal will fail if you don’t…

Follow-up
Framework:

a basic structure underlying a system, concept, or text.
Here are three frameworks you can use to write goals:

1. (Verb), (Noun), (Date), in order to/so that (Result) + Action Plan

2. BSQ = Thing Big, Act Small, Move Quick

3. 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?
BSQ
## Using the BSQ Model

| Create a professional development program that makes learning relevant and accessible to ASU staff. | Reach out to UNC network  
Survey campus  
Report on the results  
Form Advisory Board  
Create a catalog for Spring-Summer  
Plan Leadership Development Program  
Plan Fall Catalog with 50 workshops  
Begin Fall programming  
Run Leadership Program  
Meet with Advisory Board  
Compile training numbers and feedback  
See that feedback says you’re successful! | September 2014  
December 2014  
January-February 2015  
February 2015  
March 2015  
August 2015  
June and July 2015  
September 2015  
November 2015  
December 2015  
Dec. 2015-January 2016  
January 2016 |
<table>
<thead>
<tr>
<th><strong>S</strong></th>
<th>Specific – What needs to be accomplished? What outcomes?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>M</strong></td>
<td>Measurable – What data can be used to define success?</td>
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<tr>
<td><strong>A</strong></td>
<td>Achievable – Is this challenging, but realistic?</td>
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<tr>
<td><strong>R</strong></td>
<td>Relevant – Does this align with broader goals/needs?</td>
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<td><strong>T</strong></td>
<td>Time-bound – What are the deadlines/milestones?</td>
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<tr>
<td><strong>E</strong></td>
<td>Expectations – Is it ethical, exciting, and enjoyable?</td>
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<tr>
<td><strong>R</strong></td>
<td>Resources – What assistance will be provided for this?</td>
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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 (e.g., grant phases)
  - Unique projects for current cycle (e.g., 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 go to my HS reunion ex or 'what mean girl' will be jealous, I can exercise, I can stop using insulin, high BP meds, I can run a marathon.

CREATE A TRAINING GUIDE W/ SUPPORT MATERIALS FOR ADMIN POST

IN ORDER TO: ASSIST A POSITION THAT IS IN MULTIPLE PLACES ON CAMPUS (100s)
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 ABDAMS
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 - Training Systems, long term admin, HR staff

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. Milstones: each group that complete the training & accomplishing goals.
E - Ethical, exciting to be prepared, engaged, training & accomplishing goals.
R - Trainer, space, support from supervisor & time.
For questions or more information contact:

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