


The Golden Rules of Creating Goals




Rule #1: Your goal should...

Inspire



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

Action




Rule #3: Your planning
process/framework
should be...

Systematic



Rule #4: Your goal must be...

Written



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 **B**ig, Act **S**mall, Move **Q**uick
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

<p>Create a professional development program that makes learning relevant and accessible to ASU staff.</p>	<p>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!</p>	<p>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</p>
--	---	---



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
go to my high school reunion
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 - align's 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.

CREATE A TRAINING GUIDE W/ SUPPORT MATERIALS FOR ^{DEPARTMENTAL} ADMIN POSIT

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 admin's, HR staff

For questions or more
information contact:

Emily Wilson

wilsones1@appstate.edu

(828) 262-6486