Goals Setting

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GOAL

• Something you would like to achieve
• Give focus, direction and purpose
• Are Short Term when they can be accomplished in the near future
• Are Long Term when they are far reaching and take longer to achieve
Goals can be

- **Routine**: Describe regular ongoing activities
- **Problem Solving**: Describing activities designed to remedy performance areas that need improvement
- **Innovative**: Describing activities that create or expand capabilities
- **Personal Growth**: Describing activities pursued for personal development
- **Job Enrichment**: Expanding the current job with different activities

**SMART Goals**

Specific
Measurable
SMART Goals

Specific  G  Higher
Measurable  o  performance levels
Achievable  A  =  Greater motivation
Relevant  L
Time-Bound  S
S- SPECIFIC

• What details do you want to accomplish?
• A concise statement of the goal that tells what needs to be accomplished and when – the specific results or outcomes expected.
M - MEASURABLE

• All goals should have a way to evaluate whether or not they were accomplished
• Include in the specific goal statement the measurements to be used to determine that the results or outcomes expected have been achieved.
• Measurements need not necessarily be quantitative.

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A- ATTAINABLE

• Goals must be something you are capable of reaching
• The expected results or outcomes must be within the authority, skill, and knowledge level
• The resources needed to achieve the goal must be available to you
R- RELEVANT

• Make goals that are important to you and your work.
• The expected results or outcomes should support the department’s mission and plan
• The results or outcomes should contribute to the department’s needs or the employee’s personal development
T- TIME – BOUND

• Make sure that you have a time set as a “dead line” so your goal is not unending

• Deadlines for achieving expected results and outcomes should be set, not left open-ended

• Deadlines can be extended when circumstances warrant, but should be re-set and monitored
Tips to Goal Setting

• Write down your goals and look at them often!
• If you achieved your goals too easily, make your next goals harder
• Failure to meet goals only matters if you don’t learn something from your mistakes

Goal setting is an important method of:
– Deciding what’s important for you to achieve
– Motivating yourself
– Building self-confidence