



Goal-Setting Basics



BEST PRACTICES

- Set three goals for the evaluation period.
- Goals should be **SMART**
 - **S**pecific (What do you want to see?)
 - **M**easurable (How will you evaluate completion?)
 - **A**chievable (Is the success possible?)
 - **R**elevant (Does the goal make sense?)
 - **T**ime-bound (When is completion necessary?)

DON'T OVERTHINK YOUR GOALS

- Effective goals do not have to be complicated...
 - Example: Please identify two customer service trainings available to you on campus and complete those trainings by March 1, 2025
 - Example: Please establish a one-on-one schedule with your direct reports and consistently maintain that schedule from the beginning of the evaluation period through completion. Provide notes and progress reports to your next-level supervisor.

