GOAL SETTING GUIDE

Once you have identified your areas of focus and met with your supervisor to get feedback, you will enter the Plan stage of the employee development program. You will now set specific goals you can work on. This guide will help you narrow your focus into 1-3 specific goals. Make sure that you review your final goals with your supervisor before starting on the Do stage.

When setting goals, use the SMART method. This will help make sure you know what to do, how it will be measured, and when you can expect to complete the goal. SMART goals can be described as:

1. **S**pecific:
   a. Clearly define what you want to achieve.
   b. Identify the who, what, where, when, and why of your goal.
2. **M**easurable:
   a. Establish concrete criteria for measuring progress.
   b. How will you know when it is complete?
   c. How will you know if it is successful?
   d. Use quantifiable metrics, such as deadlines or percentages.
3. **A**chievable:
   a. Evaluate your current skills and resources and make sure your goal is something you can realistically do.
   b. Ensure the goal is challenging but attainable.
   c. You should grow in the accomplishment of this goal.
4. **R**elevant:
   a. Align your goal with your overall career objectives. You likely identified these in the Assess portion of the program. Each goals should move you closer to where you want to go.
   b. Consider how achieving this goal contributes to your professional development as well as how it will improve your job and how it will fit in with the mission of BYU.
5. **T**ime-bound:
   a. Set a clear timeframe for achieving your goal.
   b. Break down the goal into smaller, manageable tasks with deadlines.
   c. A goal without a deadline is more of a wish.

Additional Ideas

Create a feedback loop for your development:
- Regularly seek feedback to track progress.
- You should establish regular intervals with your supervisor for checking in on your development plan.

Celebrate Achievements:
- Acknowledge both small and large successes.
- Recognize the completion of milestones within the set timeframe.
- Taking a moment to appreciate your progress can help you continue to move forward

Reflect and Adjust:
- When you check in with your supervisor, reflect on achievements and lessons learned.
- Adjust goals based on evolving professional needs. Sometimes goals need to be adjusted. When this happens, communicate with your supervisor, and adjust your plan.

Setting SMART goals doesn't have to be complicated. By focusing on these key elements, you can create clear, actionable goals that contribute to your ongoing professional development.
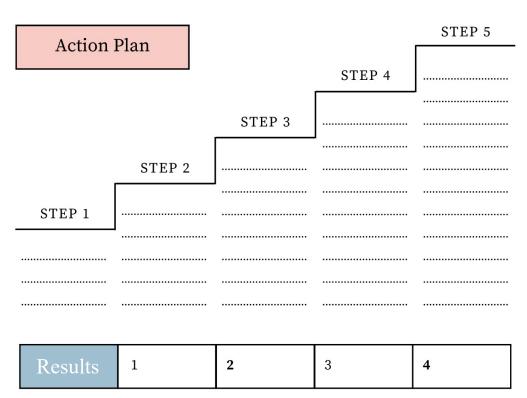
Below you will find sample templates that may help you as you are recording your goals. You can use any method that makes sense to you. It will be important to track, and check on your goals periodically. Make sure you set up the check-in times with your supervisor and get them on your calendar.

GOAL DEVELOPMENT TRACKER

MONTH:
YEAR:

My Top Three Goals	
1	
2	
3	

To Do List
• ....
• ....
• ....
• ....
• ....

Action Plan

STEP 1

STEP 2

STEP 3

STEP 4

STEP 5

Results	1	2	3	4

....

GOAL ACTION *plan*

GOAL	MOTIVATION

START DATE :　　　　PROJECTED DUE DATE :　　　　DURATION :

ACTION PLAN

☑	DATE :	ACTION STEPS
☐		
☐		
☐		
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☐		
☐		

OBSTACLES

PROGRESS BAR :　☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐　DATE COMPLETED :

GOAL	MOTIVATION

START DATE :　　　　PROJECTED DUE DATE :　　　　DURATION :

ACTION PLAN

☑	DATE :	ACTION STEPS
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OBSTACLES

PROGRESS BAR :　☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐　DATE COMPLETED :

GOAL ACTION *approval*

MY FOCUS/GROWTH FOR THE YEAR

● ☐ GOAL N.1

_____

_____

_____

● ☐ GOAL N.2

_____

_____

_____

● ☐ GOAL N.3

_____

_____

_____

● ☐ ACTION ITEMS NEEDED FROM SUPERVISOR TO ACHIEVE THESE GOALS

_____

_____

_____

_____ ☐ APPROVAL
SUPERVISOR SIGNATURE

Example of goal setting template from teamflect.com

SMART GOALS WORKSHEET

GOAL	MY GOAL IS...	✓
Be specific and concise. Include the measure and time frame.		
	Specific	S
	Measurable	M
PURPOSE	Attainable	A
Why is the goal relevant? What are the benefits?	Relevant	R
	Time-bound	T
CHALLENGES	**COMPLETION DATE**	
What are the challenges to overcome? What resources and skills are needed?		
	/ /	