**ANNUAL GOALS -- \_\_\_ of \_\_\_**

Name: Position: Department: \_\_\_\_\_\_\_\_\_\_\_

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| **STATEMENT OF INDIVIDUAL GOAL:**SMART (Specific, Measurable, Attainable, Relevant, Time-defined)     *Why is this important at this time?*  |
| SCHEDULE? |
| HOW WILL YOU KNOW WHETHER YOU HAVE MET THIS GOAL? (stated in measurable terms) |
| ANTICIPATED RESOURCE REQUIREMENTS (time, money, other): |
| POTENTIAL OBSTACLES TO COMPLETION**:** |
| COMMENTS/ANTICIPATED ACTION STEPS (optional): i.e. What is the best way to accomplish this goal? |
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Please indicate with your signatures that this goal is agreed to and will be a part of the staff member’s performance assessment:

Staff Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

Supervisor (print name and job title):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

**ANNUAL GOALS – GUIDE SHEET**

SMART GOAL SETTING: Specific, Measurable, Attainable, Relevant, Time-Defined

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| **STATEMENT OF INDIVIDUAL OBJECTIVE: (SPECIFIC & RELEVANT)**What are you going to do? Use action words such as direct, organize, coordinate, lead, develop, plan, build, etc.The goal should be clearly stated in specific and measurable terms such as numbers, dates, time schedules or opinions: # of donors, # of complaints, # of participants, $ spent, customer satisfaction, or development of something that did not exist before.Why is this goal important at this time? (To . . .) What are you ultimately trying to accomplish?How are you going to do it? (By . . . ) |
| **SCHEDULE: (TIME-DEFINED)** There must be a definite target date that is normally no more than 12 months into the future. If it cannot be met within that time frame, then the goal should be broken down into “landmark” steps – what part of the goal is realistic and achievable for the upcoming year? |
| **HOW WILL YOU KNOW WHETHER YOU HAVE MET THIS GOAL? (stated in MEASURABLE terms):**You will need to find a way to quantify the results. (Some of the performance standards should have been identified in the goal statement). Ideally it is best to have baseline data-in other words, data that shows the current performance standards-how it is before you begin your goal. This way you can compare the baseline data against the data you collect after the goal has been met.**When you wrote the goal you had some reason for choosing that goal; try turning that reason into data:****-what is going wrong?****-what is taking too long?****-what is needed that is not available?****-what standards have changed?** |
| ANTICIPATED RESOURCE REQUIREMENTS (time, money, other): This section is optional. It is most useful to complete when you are not certain if the necessary resources will be available to you. When you meet with your supervisor to discuss your goals, it is important to discuss the resources you will need to successfully achieve your goal. This discussion should shed light on the likelihood of securing the necessary resources. |
| POTENTIAL OBSTACLES TO COMPLETION: (ATTAINABLE)Think about the difficulties you might experience in trying to achieve your goal. This is an opportunity to plan and document strategies for minimizing the obstacles. This thought process will help you evaluate whether your goal is realistic – is it possible to attain this goal at this time? |
| COMMENTS/ANTICIPATED ACTION STEPS (optional): What is the best way to accomplish this goal?If is a large or, long term goal, interim steps are helpful to be sure you are heading in the right direction. What are the steps necessary to achieve the goal in accordance with the schedule? This section essentially becomes an outline of your project plan. |