About Goal-Setting & Objectives

**Goal-setting**
The process of building an action plan that motivates or guides a person towards completion of a goal.

**Objectives**
The specific actions and measurable steps a person must take to reach their goal.

**Goal = SMART**
- **Specific**
- **Measurable**
- **Achievable**
- **Realistic**
- **Time-bound**

**Setting Meaningful, Challenging Goals**
*Locke and Latham’s Five Principles*
1. Set clear goals (SMART)
2. Set challenging goals
3. Be committed; gain commitment
4. Seek feedback
5. Account for / beware of task complexity

- MindTools

**Ex. Goal = Improve delegation skills within three months**
- **Objective 1** = Complete at least two courses or webinars related to delegation and share lessons learned in your 1x1 meeting within the next two months
- **Objective 2** = Determine what two projects or tasks can be delegated to one of the direct reports within the next two weeks
- **Objective 3** = …