

About Goal-Setting & Objectives

Goal-setting

The process of building an action plan that motivates or guides a person towards completion of a goal

Goal = SMART

Specific
Measurable
Achievable
Realistic
Time-bound

Objectives

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

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 = ...