

# Goal-Setting Basics

- Best practice suggests three goals for the evaluation period.
- Goals should be SMART.
  - Specific (What do you want to see?)
  - Measurable (How will you evaluate completion?)
  - Achievable (Is the success possible?)
  - Relevant (Does the goal make sense?)
  - Time-bound (When is completion necessary?)

# Don't overthink your goals...

- Effective goals don't have to be complicated...
  - **Example:** Please identify two customer service trainings available to you on campus and complete those trainings by March 1, 2023.
  - **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.