

**Team SMART Goal Setting**

Think about a goal that you wish for you and your team to accomplish.

Work through the SMART steps to develop an action plan to reach that goal.

**Goal:**

**Why is this goal important?**

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| **S**  Specific  What exactly do you wish to accomplish?  Is there anything holding you back from accomplishing this goal?  Be as specific as possible by answering who, what, where, when, why, how. |  |
| **M**  Measurable  How do you know you’re making progress?  How and who will you track your progress?  How will you know when this goal is reached? |  |
| **A**  Attainable  Is this a realistic goal to achieve?  Do you have the resources to achieve this goal?  If not, what do you need to do? |  |
| **R**  Relevant  Why is it important that you succeed?  Is this goal worthwhile?  Does this goal align with long term objectives? |  |
| **T**  Time  How long do you plan this will take to complete?  Are there phases to complete this goal?  When will you work on this goal? |  |

**Follow Up Questions for your** 

**Team Meetings**

* Have you communicated these goals with your team?
  + Have you shared these realistic and attainable goals with everyone? Does everyone understand and is supportive of this goal? Have you listened to your team’s input about this goal?
  + How can they support these goals?
  + How can they hold you, the manager, accountable to follow through?
  + Do you have a check-in period to have a set timeline? What do these check-in’s look like? How often do they occur?
  + Have you communicated the new expectations that will be in place or need to change?
  + How will you or your team measure the current performance, track performance improvements, and evaluate the change that occurs from this goal?
* How can you hold yourself and your team accountable to reach these goals?
  + Who can help track the progress and how?
  + What can you do or put in place to hold you and your team accountable to reach these goals?
  + What kind of standards can you put in place to keep everyone on track to reach these goals?
  + When and how often do you plan on communicating with your team about the progress of this goal? How transparent will you be?
* Create a timeline of SMART Goals.
  + Do you need a timeline of smaller goals to reach the one you worked through above? Do you need a timeline of goals to follow up with the one you worked through above?
  + What does this timeline look like? Weeks, Months, Years?
  + Who can help you achieve these goals?
  + What assistance do you need to perform these goals?
  + Is this timeline realistic?