

**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**SpecificWhat 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**MeasurableHow 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**AttainableIs this a realistic goal to achieve?Do you have the resources to achieve this goal? If not, what do you need to do? |  |
| **R**RelevantWhy is it important that you succeed?Is this goal worthwhile?Does this goal align with long term objectives? |  |
| **T**TimeHow 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?