



HIHR

YOUR TRUSTED HR PARTNER

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?

<p style="text-align: center;">S Specific</p> <p>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.</p>	
<p style="text-align: center;">M Measurable</p> <p>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?</p>	
<p style="text-align: center;">A Attainable</p> <p>Is this a realistic goal to achieve? Do you have the resources to achieve this goal? If not, what do you need to do?</p>	
<p style="text-align: center;">R Relevant</p> <p>Why is it important that you succeed? Is this goal worthwhile? Does this goal align with long term objectives?</p>	
<p style="text-align: center;">T Time</p> <p>How long do you plan this will take to complete? Are there phases to complete this goal? When will you work on this goal?</p>	

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?