



GOAL SETTING

Goals

- What is a goal?
 - Something you would like to achieve.
- What is the purpose of setting goals?
 - Goals give you direction and keep you focused on where you want to end up.

Consider

- What are some things you hope to achieve in the next few weeks or months?
- What are some things you hope to achieve in the next few years?

Types of Goals

- Short-Term:
 - Goals that can be accomplished in the near future (within a few weeks or months)

- Long-Term:
 - Goals that are more far-reaching and take longer to achieve (a year or more)

Types of Goals

- Fixed:
 - Goals with an outcome that is based on a specific date/time

- Flexible:
 - Goals that have an outcome, but no time limit

Consider:

- Identify an example of each of these types of goals:
 - Short-Term
 - Long-Term
 - Fixed
 - Flexible

Realistic vs. Unrealistic Goals

- Setting unrealistic goals can lead to feelings of failure, lowered self-image, and lowered self-esteem
- What makes goals unrealistic?
 - Untimely
 - Requiring unavailable resources
 - Too generally written

SMART Goals

- S = Specific
- M = Measurable
- A = Achievable
- R = Realistic
- T = Timely

Creating SMART Goals

□ Specific

- Goals should have expected outcomes stated as simply and clearly as possible.

A specific goal will usually answer the five "W" questions:

What: What do I want to accomplish?

Why: Specific reasons, purpose or benefits of accomplishing the goal.

Who: Who is involved?

Where: Identify a location.

Which: Identify requirements and constraints.

Creating SMART Goals

□ Measurable

- Include how you will know if you have met your goal. By having a solid criteria that is measurable helps keep you on track to achievement of your goal.

A measurable goal will usually answer questions such as:

How much?

How many?

How will I know when it is accomplished?

Creating SMART Goals

□ Achievable

- Goals should have outcomes that are realistic given your current situation, resources, and available time.

A useful question to ask is, "*How can the goal be accomplished?*"

Creating SMART Goals

□ Realistic

- Goals should help you on your journey toward meeting larger, ultimate life outcomes.

Does this seem worthwhile? Is this the right time?

Does this match your other efforts/needs? Are you the right person?

Is this goal in alignment with your other goals?

Creating SMART Goals

□ Timely

- Goals should include realistic timeframes for achievement. It's important to set your goal within a time frame - giving them a target date. A time-bound goal helps the mind establish a sense of urgency.

A time-bound goal will usually answer the question:

When?

What can I do 6 months from now?

What can I do 6 weeks from now?

What can I do today?

2017-2018 Leadership and Vision Goals (Frankie Jackson)

DIP Goal Linkage	KPI #	Key Performance Indicator	SMART GOALS for 2017-2018 (Timely)
DIP-4	L&V-1	Customer Satisfaction	Achieve excellent customer satisfaction levels of at least 95% as measured by customer follow-up surveys for all service requests.
DIP-4	L&V-2	Employee Well-Being	Achieve employee well-being levels of at least 90% as measured by monthly employee satisfaction surveys
DIP-4	L&V-3	Transformation and Vision	Achieve 100% goal as measured by each team leader conducting a weekly transformation vision meeting that includes an agenda, a leadership topic focused on transformation and innovation, and a review of operational progress
DIP-4	L&V-4	Instructional Focus	Assess and verify educational and instructional systems using emerging technologies are effective by spending 25% of time with key customers and staff members.
DIP-1	L&V-5	Technology Leadership and Communication	Achieve 100% goal as measured by posting each team's progress, plans, recognitions, reflections, innovations, and transformations by Monday at 2:00 p.m.
DIP-1	L&V-6	Strategic Planning and Goal Alignment	Achieve 100% goal of strategically aligning the District Improvement Plan with department goals, team goals, and employee goals.
DIP-2	L&V-7	Measurement and Analysis	Achieve 100% goal as measured by all teams using KPIs with quantifiable measurements to manage their performance with target goals and results posted on the website.
DIP-1	L&V-8	Workforce Capability and Capacity	Achieve 100% goal of all teams having the capability and capacity to provide services assigned to their team resulting in a quarterly review with each team.
DIP-2	L&V-9	Process Documentation	Achieve 100% goal by having all teams document at least 3 formal key processes each year and post on the website.
DIP-1	L&V-10	Cross Training and Career Succession Planning	Maintain plans for cross training, career planning and succession planning for 100% of all staff.
DIP-4	L&V-11	Recognition	Achieve 100% goal with each team leader recognizing at least one person from their team, each week, based on the organizational core values, and post the recognition on the website by 2:00 on Mondays.
DIP-3	L&V-12	2014 Bond Technology Infrastructure Upgrade	Achieve 100% completion of the 2014 Bond Technology Infrastructure upgrade by meeting scheduled milestones within the allocated budget for each project.