Goals

“Goals are a dream with a deadline”
- Steve Smith, Amdahl Corporation

Why Set Goals?

- Goals can help you and/or your team delegate responsibilities.
- Goals can identify strengths and weaknesses.
- Goals can focus efforts in a positive direction.
- Goals can serve as motivators.
- Goals can increase success.
- Goals can update and improve programs, develop new ones, and diversify what you produce.
- Goals can help define your organization.
- Goals can help your organization plan ahead and be prepared.
- Goals can help recognize success and accomplishment.

Short Term Goals

- Focus on performance
- Require immediate action
- Accomplish tasks and complete projects
- Are more diverse

Long Term Goals

- Focus on potential
- Should be reached by small steps
- Build organizations and individuals

S.M.A.R.T. goals are:

- Specific - Goals should pinpoint specific things.
- Measurable - This will be helpful for evaluating goals.
- Action-oriented - Goals should be something to work toward.
- Realistic - Make sure goals are obtainable.
- Timely - Set time limits and stick to them!

Goals Should Be:

Conceivable

- Conceptualize the goal so that it is understandable and then identify the first steps clearly.

Believable

- You must believe that you can reach the goal. It must also be a goal that other people believe in.

Achievable

- Evaluate your strengths and abilities and ask yourself if given those strengths and weaknesses you can reach your goal.

Developing an Action Plan

- What is to be done?
- How will it be accomplished?
- What are your resources (people, money & materials)?
- Who is responsible for completing each task?
- What is the deadline?
- How will you know when it is accomplished?
- How will you measure the results?