Be SMART – Creating Performance Goals

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Workshop Outcomes

At the end of this workshop you should be able to:

• Define a goal
• Describe the goal-setting process
• Create an effective goal statement
• Explain factors that influence or hinder goal achievement
• Consider the role of attitude and motivation in goal achievement
Workshop Outcomes

At the end of this workshop you should be able to:

• Define a goal
A Goal is an “end”?

- that is planned or intended
- that requires effort or actions
- that will satisfy a need
Why are goals important?

1. Commitment to a goal means focusing on goal relevant activities

2. Goals energize people, especially if the goals are challenging

3. Goals affect persistence

4. Goals motivate people to use current knowledge or attain new knowledge to achieve the goal
Why are goals important?

They establish expectations.
Why are goals important to Texas A&M?

Goal Alignment

Goals should align with the work unit’s operational goals, which should align with the corresponding department/college’s operational goals.

These goals can support the department/college’s overall Mission and Vision.
Are these Goals or Duties?

• Answer phones
• Teach classes
• Supervise student workers
• Maintain Certifications
Workshop Outcomes

At the end of this workshop you should be able to:

• Describe the goal-setting process
Define and Refine a SMART Goal

- Is the goal **specific**?
- How is progress going to be **measured**?
- Is it **attainable**?
- What are the needed **resources**?
- What is the **time frame**?
Creating a Goal Statement

- Inventory the supply room and document all supplies in a Microsoft Excel spreadsheet by June 30, 2015.

- Create a system to Maintain a Call Log accessible to multiple users by June 30, 2015.
## Smart Rubric

<table>
<thead>
<tr>
<th>GOALS</th>
<th>Specific</th>
<th>Measurable</th>
<th>Achievable</th>
<th>Resources</th>
<th>Time Frame</th>
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Is this an effective goal statement?

You should take an Excel class.
Workshop Outcomes

At the end of this workshop you should be able to:

• Create an effective goal statement
Creating a Performance Plan

- **Goal:** Inventory and document all supplies
- **Detail:** Inventory the supply room and document all supplies in a Microsoft Excel spreadsheet.
- **Date:** January 31, 2015.
- **Resources:** Complete *Microsoft Excel 2013 Essentials* prior to November 30, 2014; utilize student employees to assist with inventory process.
Smart Goals

- **S**pecific
- **M**easurable (Metrics)
- **A**ttainable/Realistic
- **R**esources to achieve the goal
- **T**ime Frame
PATH Performance Plan

Goal/Objective: 
Description: 
Date to be completed: 

Resources needed to complete: (ex. release time, funding, access, software, professional development)

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Description: 
Date to be completed: 

Resources needed to complete: (ex. release time, funding, access, software, professional development)
Workshop Outcomes

At the end of this workshop you should be able to:

• Explain factors that influence or hinder goal achievement
Key Factors that Influence Goals

1. Personal Characteristics
2. Organizational Culture and Job Environment
3. Other Influences
Key Factors that Influence Goals

Personal Characteristics

• Core Values/ Principles
• Job Attitude
• Commitment to the goal
• Ability and knowledge to attain the goal
• Self efficacy (Confidence)
• Motivation (Intrinsic/Extrinsic)
Key Factors that Influence Goals

Organizational Culture and Job Environment

• Organization’s mission, vision, values
  • Person-organization fit
• Supervisor’s Influence
  • Goal congruence
  • Support
  • Feedback for progress
• Relationship with Peers
• Positive Workplace Climate
Key Factors that Influence Goals

Other Key Influences

• Family

• Environment
At the end of this workshop you should be able to:

• Consider the role of attitude and motivation in goal achievement
# PATH Performance Plan

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Review your Goals

• Plan to review your goals on a regular basis

• Maintain a positive attitude (toward achieving your goal)

• Be open to change in course
Final Thoughts

1. Goals that Motivate, Inspire and Challenge have greater likelihood of success

2. Plan to review your goals on a regular basis

3. Maintain a positive attitude (toward achieving your goal)

4. Be open to change in course
Thank You