Goals are short, clear statements of what needs to be accomplished.

Goals have a beginning and an end.

They may be task focused so the outcome is the completion of a project, or they can be learning focused so the outcome is an acquired skill or new level of knowledge.

Individual goals should align with university goals, department or team goals and the employee’s career aspirations.

**Goal Setting Steps**

Goal setting can help managers and employees identify important targets and provide a means for tracking progress. The keys to successful goal setting include:

1. Identify the result you want – what are you reaching for? Does the goal align with the department and university goals?

2. Focus it as much as possible.

3. Write a goal statement, using SMART criteria. Is the goal:
   - **S** specific
   - **M** measurable
   - **A** action-oriented
   - **R** realistic
   - **T** time bound

4. Brainstorm as many action steps as you can.

5. Narrow down and finalize the action steps.

6. List the action steps in the order they must be completed.

7. Assign deadlines for each one.

8. Review the goals and revise as needed.

9. Decide how the manager and the employee will communicate over time so that both stay updated on the progress of the goal.