



Set Goals and Objectives



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By the end of the Power Hour you will be able to:

- Describe the characteristics of effective goals
- Set a SMART objective, and explain why it is useful
- Create a well-formed outcome, and explain why it is useful.





Characteristics of Effective Goals

Tangible

Relevant

Important

Simple

Positive

Challenging

Clear

Realistic

Personal

Trackable



SMART Goals

Specific

- Expressed in detail.
- Not open to misinterpretation.

Measurable

- How will you know when you have achieved it?
- What evidence will there be?

Achievable

- Realistic, but challenging.
- Within the control of the individual.

Relevant

- Relevant to your role, and the business objectives.
- Otherwise they will quickly become deprioritised.

Time-Bound

- Have a deadline or timescale attached to it.
- Gives the goal a sense or urgency.



Well-Formed Outcomes

1. Goals are expressed in the positive

2. The goal must be specific

3. Identify the evidence that will prove the goal has been achieved

4.
Marshall
your
resources

5. Be proactive 6. Pay attention to the wider consequences

7. Make an action plan



Make it Work at Work

What are you going to **DO** as a result of this Power Hour Session?







Thank You & Good Luck