



1. Goal (What)

You and your supervisor are encouraged to look at the big picture of your role and to think strategically about the best use of your time, focus, priorities, and strengths.

- What would you like to accomplish?
- What do you hope to do or be?
- How would you like to see your priorities and focus shift?
- In an ideal world, on what priorities should you focus?
- What behavioral changes do you or your supervisor think need to be made?
- In what ways would you be able to better serve your department, constituents, or University?
- In what ways would you like your relationships to improve or change?
- In what ways would you like your influence to improve or change?
- How could your department be better positioned to achieve the University's mission and strategic plan?

2. Measuring Success (How)

It is important to plan how you will objectively measure whether or not you have achieved the goals that you set. Knowing the measurement framework ahead of time will prepare you to most effectively gauge progress and determine how you may need to change your approach along the way.

- How and when will you know that you are successful?
- How will you assess progress? How frequently?
- What data will be required?
- Whose input will be required?
- How will your supervisor know the goal has been met?
- How will you prove the goal has been accomplished?

3. Value (Why)

Finally, you should be able to articulate the value that your goals will bring. Identifying the value will help determine how worthwhile your goals are regarding your departmental effectiveness and achieving the University's mission and strategic plan. The value of your realized goals should provide compelling and urgent reasons for you to pursue your goals.

- If you achieve your goals, what value will be created?
- How will your department, constituents, or University be better served?
- What will the achievement of your goals allow you to do in the future?
- What would be the impact if you did not achieve your goals?