Goal Setting

Training and Development Team

COLLIN COLLEGE
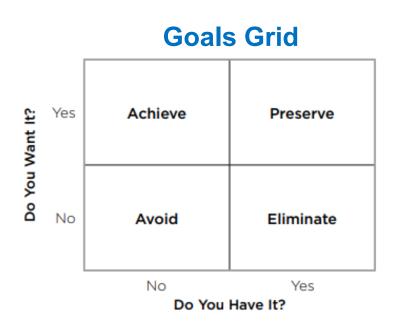collin.edu

Questions to Ask When Creating Goals

1. Is this a performance goal or development goal?
2. How would you like to use your strengths in the future?
3. What is one skill that is harder for you that you could work on?
4. Which of our core values do you think you could embody more?
5. What are some potential goals that you could work on that align with your development needs, team objectives, our strategy, or values?
6. How does this goal benefit Collin College?
7. What could help you reach these goals (support/resources/training/mentorship)?
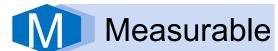8. Where do you hope to be one year from now? Five years from now?

(Maltese, 2019; OfficeVibe, n.d.)

Questions to Ask When Creating Goals

Goals Grid

	No	**Yes**
Yes	Achieve	Preserve
No	Avoid	Eliminate

Do You Want It? / Do You Have It?

- What do you want that you don't have? (Achieve)
- What do you want that you want to maintain? (Preserve)
- What do you want to avoid? (Avoid)
- What do you have now that you don't want? (Eliminate)

Setting SMART Goals

S Specific

M Measurable

A Attainable

- Does it answer the 5 who, what, when, where, why, and how?
- How will you check progress? Measure success?
- Is this goal challenging, yet realistic, based on available resources?
- Are there limitations that might prevent you from achieving your goal?
- Do you need to level up knowledge or skills to be successful?

(Noor, 2021)

Setting SMART Goals

R Relevant

T Timely

- Is this goal worthwhile?
- Does this goal conflict with any team, departmental, or organizational goals?
- How does this goal support our team's goals and mission?
- How does this goal support Collin College?
- Is now the right time to focus on this goal?
- When does this need to be completed by?
- What's our deadline?

(Noor, 2021)

Example SMART Goals

1. No later than (date), develop and implement a training video for the (assignment name) project in (course sections) that explains the assignment, provides examples, and refers to relevant course content and resources.

2. Plan and deliver four Workday educational webinars by (date) on (topic) to address (challenge) for (target audience).

Example SMART Goals

3. Request to attend the (name of conference) Conference on (date), attending at least (number of sessions) on (topics) to learn more about (knowledge, competency, skill) and enhance (job duty).

4. By (date), streamline (work process) to address (challenge) by (solution).

5. By (date), increase team collaboration by initiating (work process) to address (challenge).

Thank you!

Resources

DePaul University. (2015). Conducting a goal-setting discussion. Retrieved from https://offices.depaul.edu/human-resources/employee-relations/Documents/Conducting%20Goal%20Setting%20Discussions.pdf

Maltese, A. (2019). Goal setting and review. Retrieved from https://www.quantumworkplace.com/future-of-work/goal-setting-and-review-conversations

Noor, M. (2022). How to create SMART goals. Retrieved from https://blog.adam.ai/smart-goals-for-managers-smart-goals-template

Officevibe. (n.d.). Setting meaningful goals that stick. Retrieved from https://officevibe.com/wp-content/uploads/2020/05/Setting-meaningful-goals-that-stick_v2.pdf