GOAL SETTING

We seek to gain and share knowledge, innovate, achieve results, and open stores.

Setting SMART goals to cultivate and grow our people's behaviors, knowledge, skills, and results.

Specific, **M**easurable, **A**ction-Oriented, **R**ealistic, **T**ime-Based

S	Specific	Goal clearly states what you want to achieve. WHO is involved? WHY it's important to achieve at this time? HOW to achieve it? WHICH constraints/requirements do I have?
M	Measurable	Can be objectively measured from and to. Add measurements and tracking details. How much? How many? How will I know when my goal is accomplished?
A	Action-Oriented	What to DO to achieve it. What behaviors/knowledge/skills/actions will you need to achieve this goal?
R	Realistic	You should be both willing and able to achieve your goals - adjusting if necessary. Another R: they must be Relevant to the department's/company's or store's/region's wider goals.
T	Time-Based	Goals must have an end point. Put a deadline on your goal and set some benchmarks. When do you plan to accomplish this goal by? How long will it take? What are the milestones?

GROWTH

Goal #1

Aligning with Core Values of IOOGA:

Goal #2

Aligning with Continuous Improvement in Functional Capabilities/Areas of Responsibility (AOR):

Goal (for Leader)

Aligning with Cultivating/Developing Your People:

Provided by: L&D

Designed by: L&D – MW

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S	**Specific**	What will be accomplished?
M	**Measurable**	What data will measure the goal (How much? How many? How well?)
A	**Action-Oriented/Achievable**	What actions will you take? Is the goal doable? Do you have the necessary skills and resources?
R	**Realistic/Relevant**	How does the goal align with broader goals? Why is the result important?
T	**Time-Based**	What is the time frame for accomplishing the goal?

SMART Goal Formula

GOAL STATEMENT	WHAT MAKES IT SMART	EXAMPLE ACTIONS
I will _____ …	**Specific** action taken	achieve, **acknowledge**, **act**, acquire, administer, advance, analyze, **apply**, **approach**, assemble, **behave**, build, calculate, change, **coach**, collect, communicate, **confront**, contribute, coordinate, **create**, **demonstrate**, develop, direct, **display**, dispatch, **empower**, establish, evaluate, **exhibit**, expand, **gain**, generate, **help**, implement, **inform**, initiate, instruct, launch, lead, **maintain**, manage, mobilize, **motivate**, **observe**, obtain, order, oversee, plan, process, procure, produce, **provide**, reconcile, **seek**, serve, **set**, **share**, simplify, solve, standardize, streamline, supervise, support, teach, transition, update, upgrade, write (Actions in **bold** highlight capability areas)
in order to _____ …	to accomplish **Measurable**, **Realistic**, and **Relevant** result	decrease, eliminate, establish, fix, improve, increase, maximize, minimize, predict, reduce **Data types:** Quality/accuracy rates Amounts produced Revenue generated Costs decreased Turnaround times, timeliness Time saved Productivity rates Customer satisfaction
by _____.	within certain **Time** frame.	