

Initial Development Goals

Only 3% of people in the United States have written goals, and according to research, these people accomplish 80% more than those that don't.

Please select 4 goals.

Areas you might consider when setting goals are: work/life balance, building relationships, networking, strategic planning, developing people or self, communication skills, organizational skills, creating a leaderful environment, etc.

We encourage you to make your goals “SMART” goals:

Specific

The more specific a goal is the greater the chance that it will be accomplished. Include in your goal statement:

What: Clearly define the outcome you want to create. Be very specific.

Why: Why is it important to you? What is the benefit to accomplishing this goal?

Measurable

If you can't measure it, you can't manage it. What are the specific criteria you will use to measure your progress towards accomplishing your goal? How will you know when you have reached your goal? Measurable include time, frequency or duration and measure the process of your performance.

Attainable

Your goals should require a commitment on your part and stretch you slightly, yet are attainable. Once a goal is identified you might see opportunities that were previously missed.

Realistic

Is this goal really do-able? Set the bar high and devise a plan to achieve your goal, but make sure that it is realistic and achievable. This does not mean “easy”!

Timely and Tangible

A time frame gives you a clear target to work towards and creates accountability. When you can experience it with one of your senses (tangible) you have a better chance of making it specific and measurable.

The following page shows an example of a goal that follows these precepts.

Sample Goal

Goal: Delegate higher-level work to people in my group to enhance their development so that I can free up time for me to be more strategic.

Actions & Timeframe:

Action	Timeframe
1. Learn about best practices related to successful delegation and create a checklist which I will refer to and maintain to track my performance. Share with your coach.	Begin immediately. Expected completion by _____.
2. Create a list of all the tasks I currently reserve for myself and consider which could be done reasonably well by others in my group.	Begin immediately. Expected completion by _____.
3. Delegate writing of at least one project plan and one project definition document to each project manager.	After Item 2 is completed. No later than _____. Make a practice by _____.
4. Delegate estimating for at least one project to each project manager and each senior technical staff member.	After Item 2 is completed. No later than _____. Make a practice by _____.
5. Communicate weekly with all staff to check in on their work and ensure appropriate support of their efforts, including, but not limited, to delegated work. Refer to my best practices checklist to maintain my focus.	Schedule weekly meetings beginning _____.
6. Regularly scan for new challenging opportunities for staff.	Begin immediately and scan weekly
7. Create a list of all the tasks I currently reserve for myself and consider which of these could be done reasonably well by others in my group. Compare this list with that created in Item 2.	_____ (Six months after Item2 completed.)

Support/Resource:

Project Managers in my group
 Senior technical staff
 My boss
 My ITLP coach