

Miss Jones

THE CORPORATE INSIDER

OBJECTIVES AND GOAL PLANNING



www.missjonespa.com

SMART OBJECTIVES

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SPECIFIC

Ensure that the goals and objective are clear and understood. The individual should understand what is expected of them in order to reach their goal.

MEASURABLE

How long will the individual have to reach the goal, is there an expected time line of events in which this should happen?

ATTAINABLE

Will this goal be attainable due to the nature of the individual's capabilities? This should always be in reach otherwise this may knock the confidence of the performer. Will they receive the appropriate support throughout?

RELEVANT

Does the goal fit in with the individual's job role? Is this relevant to the growth of the business?

TIME-BASED

What is the timeline of progression? Is this is a monthly, quarterly or yearly target? Does the individual understand what is expected throughout the next period?

GOAL PLANNING

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USE A PRODUCTIVITY SOFTWARE

Understand which tasks may be taking up majority of your time and work towards tackling them!

SET A THEME FOR YOUR GOALS

This can help to work towards an overall goal which may enable you to move to the next stage of your career.

KEEP YOUR GOALS VISIBLE

Remind yourself weekly of your goals and objectives and evaluate how far you have come since you have set them.

CHECK IN WITH A CO-WORKER

Check with your colleague for support and voice your queries and concerns. This will make your goal setting more accountable.

SET A MAXIMUM OF 5 GOALS

Focusing on a few goals will ensure maximum success and will also support you in the motivation to achieve these.

ASK YOURSELF WHY WHEN SETTING EACH OF THESE GOALS

This will help you understand why you should be able to achieve this and how the outcome will benefit you positively.

LEARN A NEW SKILL AND CHALLENGE YOURSELF

There is always room for improvement! Learn a new skill or area which you may find challenging. This will keep you focused and motivated to develop as a person and move onto the next level in your career.