

# WORKSHEET:

## UNMET OR NEGLECTED GOALS? PUT THEM THROUGH THIS PROCESS

Goals are what keep us engaged, looking ahead and striving to be better. That's the same reason organizations spend hours, weeks, months and years planning and trying to execute them. But what good is all that motivation, strategy and planning if organizations can't execute those goals properly? It's time to pull out those goals you missed the mark on or neglected and put them through the following process.



### Find the Flaw

Why is your organization consistently short on reaching projected goals? Run an audit on your goals to make sure they are **S.M.A.R.T.**

- Are your goals **Specific**? - If you can't identify the 6 Ws, then your goal is not specific enough. For each goal, outline:

**Who** is responsible: \_\_\_\_\_

**What** is to be accomplished: \_\_\_\_\_

**Where** are the resources: \_\_\_\_\_

**When** is the timeline: \_\_\_\_\_

**Which** constraints: \_\_\_\_\_

**Why** is this the goal: \_\_\_\_\_

- Are your goals **Measurable**? - Ask questions like, How much? How many? What metrics will be used to decide whether the goal is accomplished or not?
- Are your goals **Attainable**? - Insanity is the act of doing the same thing and expecting different results. Make sure your timeline and outcome are adjusted to fit the actions that need to be taken. Look to past unmet goals and make sure to adjust the timeline, outcome or methods accordingly.
- Are your goals **Realistic**? - This is where feedback from your internal team or an external team that is knowledgeable of your practices comes into play. The best way to find out if something is realistic is to seek outside opinions. They may come up with requirements or constraints to your plan you have overlooked.

- Are your goals **Timely**? - Every goal should have a timeline. This was mentioned before, but it's critical. Make sure the timeline is transparent and communicated to everyone involved. [Goal tracking software](#) can help your entire team stay on track.

## Re-engage Employees in the Goal Process

After so many goals are unmet or never come to fruition, your team will start to feel defeated. Revamp their engagement in the entire goal process from start to finish.

## Goal Setting

Has the manager always been the one to run the show? Start a friendly competition between your team to see who presents the best goal plan for a specific project, then have everyone vote! Getting employees involved in the goal setting process (even if it's just in a fun brainstorm meeting) where everyone's ideas are valued and heard is a great way to kick off a new project. Instead of spoon-feeding the plan to your team, let them be a part of cooking it up! [Organizations that make it easy](#) for employees to set clear goals were four times more likely to score in the top 25% of business outcomes.

## Make Employees Feel Valued and Special

When employees are let in on exclusive information, it makes them feel more a part of the organization. It also allows them to see the bigger picture they may not have seen otherwise. Giving them a peek behind the corporate curtain so they can help their company meet those goals increases engagement, transparency and job satisfaction and provides an end result that is cohesive and aligned from the top down.

## Pay Attention to Employee Strengths

When organizational goals aren't aligned with the strengths and competencies of the workforce, they are set up to fail from day one. Did you know [employees who use their strengths every day](#) are six times more likely to be engaged at work, 8% more productive and 15% less likely to quit their job?

## Track Employee Performance

It's the predecessor to goal alignment and having the right [goal tracking software](#) to keep projects on track, fuel collaboration and place the appropriate people in the right roles is vital to organizational success.



## Know Your People

Aligning employee competencies with organizational goals starts with being aware of what teams are capable of, what each employee's strengths and weaknesses are. Managers that fail to do this aren't equipped to assign those employees to roles they can thrive in and ultimately get closer to the organizational goals, which brings us to our next point.



## Set Employee Goals

When managers understand the strengths and weaknesses of their team members, they can start setting performance goals for those employees and work simultaneously to align them with organizational goals. Communicate and discuss those goals with the employee so that they can see where their performance should be headed and how it pertains to the bigger picture. Organizations that have employees revise or review their goals at least quarterly were [3.5 times more likely](#) to score in the top 25% of business outcomes.



## Align Organizational Goals with Individual Performance Goals

Align specific project goals with facets of your employees' performance goals. Team projects and team goals are the perfect place for employees to work on their skills and performance. Find roles within the project that can be handled by employees who may need a little work in that area. Working in a group will give them the peer feedback they need to make better decisions to reach that goal. Even better, pair them up with someone who really shines in an area where they are weak!



## Provide and Solicit Feedback

Managers have to instill accountability and ensure employees are buying into the goals being set for them. Getting there is easy: **feedback**. As each director, manager and team leader sees new goals, employees should be encouraged to give feedback on whether or not they are able to make these goals with the resources made available to them. And, in return, managers have to investigate: does this person have the reports and materials to illustrate why they can't achieve the goal? Is this hiccup due to inadequate resources or is the employee underperforming? With [goal tracking and alignment software](#), obtaining these reports will make investigating a breeze.