

8 STEPS TO SET PERFORMANCE MANAGEMENT GOALS

1

KNOW WHAT MATTERS MOST

Understand what's important for your job or your company. Is it more sales or creating a new product?

2

MAKE IT CLEAR AND SPECIFIC

Instead of saying "make more sales," say "increase sales by 20% by the end of the year."

3

ENSURE IT'S ACHIEVABLE

It's great to dream big, but your goal should be something you can realistically reach

4

RELEVANCE IS KEY

Your goal should fit well with your job or your team's role in the company.

5

SET A DEADLINE

Whether it's three months, six months, or a year, pick a date by when you want to achieve your goal.

6

BREAK IT DOWN

Break your goal into smaller, bite-sized tasks that you can tackle one at a time.

7

TRACK YOUR PROGRESS

This might mean checking in every week or every month to see if you're getting closer to your goal.

8

ASK FOR FEEDBACK

Sometimes, it helps to get a second opinion. Talk to your boss, your coworkers, or anyone you trust.



Goal Management At Work

Annelies Wilder-Smith



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