***[\*\*\*To get your own editable copy of this template, click here.\*\*\*](https://docs.google.com/document/d/1996Zw48mFRxCz5k1rGP_kY0K_4ZX-W84f2caIEThFb4/copy)***

Goal-Setting Worksheet

Use this worksheet to set team or individual goals. Use the questions below for self-reflection or discussion with your manager. Check out our [**SMARTIE Goals Worksheet**](https://www.managementcenter.org/resources/smartie-goals-worksheet/) for more goals workshopping support. Once you’ve finalized your goals, use our [**Red Light/Green Light Goal Tracking Tool**](https://www.managementcenter.org/resources/red-light-green-light-goal-tracking-tool/) to track your progress throughout the year.

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| --- | --- | --- | --- |
| **Goal** | **Alignment with team or organizational goal** | **Tactics** | **Additional Notes**  *(MOCHA, considerations, tasks, etc.)* |
| *Improve average participant experience scores from 60% highly satisfied to 65% highly satisfied, with no disparities in race or gender.* | *Grow the grassroots power of our membership base. By end of year, at least 2,500 people (of which 40% identify as BIPOC) will have been trained through our leadership development programs. At least 80% of participants will answer yes to the statement: "I would recommend this program to a friend."* | * *Solicit feedback from last year's BIPOC alum on programming logistics through surveys, 1-1s, and focus groups.* * *Experiment with new platform for participant engagement during the course of the program.* * *Work with curriculum lead to align curriculum changes with logistical needs.* | *C: Make sure to have a 1-1 with Lyle.*  *H: Ask Karla for support reaching out to some alum.*  *A: Share plan with Anique by Apr 1.* |
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## Questions for consideration:

* Will achieving this goal represent significant progress towards our mission?
* Does this goal or its tactics mitigate potential inequities in the outcomes and/or process? Does it advance equity and inclusion in the outcomes and/or process?
* Did I get input from people who will be impacted by the process or the outcomes? If not, who do I still need to consult with?
* Are the measures of success for this goal clear?
* Is there a deadline for this goal?
* Do we currently (or plan to) have the capacity, systems, and processes needed to achieve this goal?
* Can I connect each of my goals to an organizational or team goal?