

Getting Started with SMART Goals Checklist

CHECKLIST

- Watch the SMART Goals / Objectives deep dive feature walkthrough and review the job aid
- Familiarize with SMART Method & Approach
- Determine your Objectives / Goals Cycles & Cadences
- Plan your Rollout (example questions below)
 - Will all individuals also be required to have SMART goals or will this just roll down to the team / department level?
 - Will goals be designed to be Stretch goals (where 70% is a success) or Committed Goals (where 100% is projected) or a combination?
- Rollout Communication and Training
 - Do people understand the “why” when it comes to SMART goals and the need for them?
 - Are people familiar with the platform and how to use it?
 - Are people comfortable attempting to write their SMART goals?