

**September 2016**

**Coaching Tip of the Month for Supervisors**

SMART Goals: Review

**S**pecific

Goals should be **clear** and **concise**. When developing goals they should address **Who, What, Why,** and **Where.** Precisely written goals do not require interpretation. When working with staff to develop performance and professional development goals, encourage them to visualize themselves in the future – once their goal has been achieved. What does that look like and what did it take to get there? This will help them to imagine what they can accomplish and also to anticipate the work they will need to do in order to achieve their goals. ***Visualization is a key aspect of persistence!***

**M**easureable

Research shows that if we know where we are in our progress toward a goal, we do better. This theory can be attributed to the increased usage of exercise and diet tracking devices and can also be applied to our staff. Making sure goals are measurable can help to ensure that you and the employee are on the same page and provides a milestone marker for providing feedback, praise and celebration. ***Measuring success is key to success.***

**A**ttainable

When we set goals, it usually means we are pushing ourselves to do something that we believe is important and sometimes, even a bit out of our comfort zone. This can be scary! “What if we fail?” and “What does that say about us?” are questions that often come to mind. Encourage staff to thoroughly think through the goals they are setting for themselves. Remind them to take a 360 degree view of their responsibilities both in and outside of the workplace and consider their work/life balance before committing to any goals. Their confidence in their ability to achieve the goals has a direct impact on whether or not they actually do. ***Confidence and momentum are key to long-term persistence.***

**R**elevant

It’s important that we encourage staff to fully consider their path and weigh the importance (relevance) of their goals. When necessary, act as a sounding board for them to “think out loud” as they determine what’s important. Do your best to provide them with the resources and support needed in order to accomplish their goals. ***Ask questions that prompt staff to consider the relevance of their short-term goal in relation to their values, hopes and dreams.***

**T**ime-Bound

Procrastination can be a great destroyer of dreams. Goals that are time-bound provide a mechanism for keeping things on track. Remember, goals without a specific measure of time for achievement provide no checkpoint to assess progress. ***The question, “When exactly will you get this completed?” may prove to be one of the most powerful questions of all!***