Instructions:

For each goal, review the items in the four quadrants below to ensure your goal is meaningful, well rounded and complete. Use the walkaround below to check off relevant items and to take notes on what is needed for each (15 min per goal). Once each goal is reviewed and clarified, capture the team's goals and put them somewhere the team can easily refer back to and track progress at any time.

WHAT are we trying to achieve?

- ❏ Does it focus on facts?
- ❏ Is it 'SMART':? Specific, Measurable, Achievable, Relevant, and Time-Bound?
- ❏ Include relevant metrics, data, numbers?
- ❏ Define realistic outcomes?
- ❏ Consider budgetary impacts?

WHY are we trying to achieve it?

- ❏ A defined end state (what does 'done' look like?)
- ❏ Any big picture or global implications?
- ❏ How well does it integrate with other goals?
- ❏ Does it drive change and innovation (Think Big?)
- ❏ What is the long term value & impact?

What is our GOAL?

HOW are we going to achieve it?

- ❏ What plans/steps are required?
- ❏ Key details or information needed to support or achieve the goal?
- ❏ What process(es) are needed to achieve the goal(s)
- ❏ Ways to monitor progress (milestones)?
- ❏ What resources needed for successful completion?

WHO does it benefit/affect?

- ❏ Who will be involved, impacted?
- ❏ What people need for success
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Herrmann

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