Goal status update

Goal tracking—*your top three goals*

Goal	Status	Activities to support goal
Goal 1:	Achieved ____ Ahead ____ _____O n track _____ Getting behind ____ Way behind____	• • •
Goal 2:	Achieved ____ Ahead ____ _____O n track _____ Getting behind____ Way behind____	• • •
Goal 3:	Achieved ____ Ahead ____ _____O n track _____ Getting behind ____ Way behind____	• • •

Streamline goal statements—*top three goals*

Ensure that your goals are articulated effectively;
try writing a streamlined goal statement here:

Next, revisit the SMART matrix, assigning a numeric score to each aspect (be honest!)

Metric	Description	Score (x/10)
Specific	• Does your goal include details of the type of position, location and other specifics that are important to you?	
Measurable	• How will you know if you've achieved your goal? Is there a way to track your success?	
Attractive	• Review your goal to make sure it is what you <u>really</u> want.	
Realistic	• Is your goal something that you can achieve? Is your goal too easy and should you strive for something more? Is it too much of a "stretch" goal?—in which case, is there an interim goal you should set first?	
Time bound	• Have you defined when you want to achieve your goal? Set a time limit—e.g., secure X position by 2015.	
	Total score / 50	

Review all goal statements individually, see if you can streamline further.

Goal tracking—*additional goals*

Goal	Status	Activities to support goal
Goal:	Achieved ____ Ahead ____ _____O n track _____ Getting behind ____ Way behind____	• • •
Goal:	Achieved ____ Ahead ____ _____O n track _____ Getting behind____ Way behind____	• • •
Goal:	Achieved ____ Ahead ____ _____O n track _____ Getting behind ____ Way behind____	• • •

Streamline goal statements—*additional goals*

Ensure that your goals are articulated effectively; try writing a streamlined goal statement here:

Next, revisit the SMART matrix, assigning a numeric score to each aspect (be honest!)

Metric	Description	Score (x/10)
Specific	• Does your goal include details of the type of position, location and other specifics that are important to you?	
Measurable	• How will you know if you've achieved your goal? Is there a way to track your success?	
Attractive	• Review your goal to make sure it is what you <u>really</u> want.	
Realistic	• Is your goal something that you can achieve? Is your goal too easy and should you strive for something more? Is it too much of a "stretch" goal?—in which case, is there an interim goal you should set first?	
Time bound	• Have you defined when you want to achieve your goal? Set a time limit—e.g., secure X position by 2015.	
	Total score / 50	

Review all goal statements individually, see if you can streamline further.