

Setting Goals

Don't lower your
STANDARDS.

Instead, wait for
people to rise
up to your

EXPECTATIONS

-Susan Gale

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Setting Verbal Expectations





Putting Expectations in Writing

Recorded

Shared with
employee

Refer back
to it

EMPLOYEE NAME:

EXPECTATION STATEMENT:

DATE:

WHAT ARE THE KEY PARTS TO THE TASK?

WHAT STEPS WILL BE INVOLVED?

WHAT SHOULD THE END RESULT LOOK LIKE?

WHO WILL THE EMPLOYEE NEED TO TALK TO?

WHEN SHOULD THE EMPLOYEE REPORT BACK?





Identifying Goal Areas

Productivity

Inventory Control

Safety

What else?



Understanding Cascading Goals

Top Level

- Increase profits by 8%



Mid Level

- Increase footprint by 5%



Supervisor

-Manage 0% growth in expenses



Setting SMART Goals

Specific

Measurable

Attainable

Relevant

Timely



Write a Smart Goal

1

Specific: What do you want done

2

Measurable: How will you measure if it is done

3

Is it Attainable

4

Is it Relevant

5

Timely: set a time



Helping Others Set Goals



In line with the
organization



Prepared with some
ideas



SMART way

Setting Goals

Name:		
Review Period:		
What do you want done, by when? Is Each goal SMART. Is each goal personal, positive and possible?		
How will you measure success or completion?		
Goal #1	Due Date	Results?
Goal #2	Due Date	Results?
Goal #3	Due Date	Results?
Goal #4	Due Date	Results?
Goal #5	Due Date	Results?
Comments:		

Let's Practice

USE THE
HANDOUT TO
CREATE 3-5
GOALS FOR
SOMEONE ON
THE BROWN
FAMILY FARM.