

## Setting Goals

Don't lower your  
**STANDARDS.**

Instead, wait for  
people to rise  
up to your

**EXPECTATIONS**

-Susan Gale

[WWW.LIVELIFEHAPPY.COM](http://WWW.LIVELIFEHAPPY.COM)

# 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?**

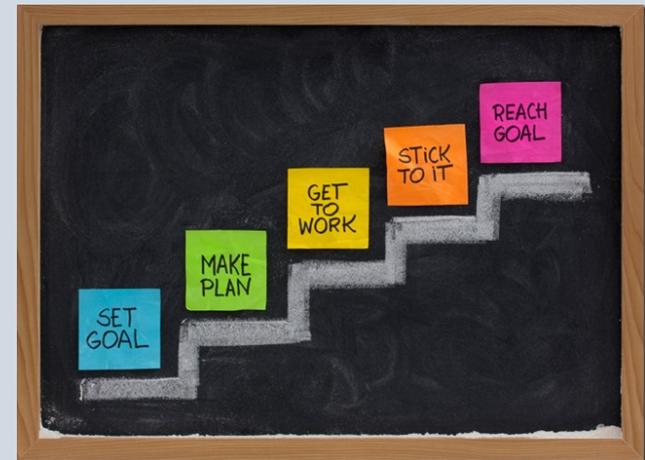
**WHAT STEPS WILL BE INVOLVED?**

**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

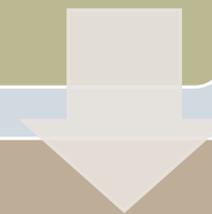
Top Level

- 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

---

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

# Let's Practice

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