

# Individual Goal/Objective setting

# 1. What is goal/objective

It is the process of deciding what you want and figuring out how to achieve it. Setting goals is a fundamental component of long-term success.

If you are new to Goal Setting , It is **advisable to take few minutes** and check if your goals are **lacking some important characteristics** or if they can be made more powerful and effective.

## Is Your Goal:

- |                       |   |                |
|-----------------------|---|----------------|
| 1) Challenging?       | 2) Specific?                            | 3) Believable? |
| 4) Motivating?        | 5) Limited in time?                     | 6) Enjoyable?  |
| 7) Written down?      | 8) Breakable into smaller action steps? |                |
| 9) Easy to visualize? | 10) Backed-up by a support team?        |                |

## 2. Objective of Goal Setting

- **Greater Success:** Setting, aligning and tracking goals through actions and results are critical to greater business execution...and, as a result, greater success.
- **Performance enhancement:** Most organizations see a dramatic increase in employee and business performance when they effectively set individual employee goals and closely tie them to the company's overall strategy.
- **Better management of Reward and Feedback:** Goal has very significant role in managing employee recognition and rewards

## 3. Importance of Goal Setting

- Goal gives you focus and measure progress
- Drives you forward and tells you what you truly want
- Gives clarity on your end vision and help us believe on ourselves
- Be the best you can be
- Goals give you motivation
- Personal goal setting is important for things like ...
  - ✓ Wealth and prosperity
  - ✓ Achievement
  - ✓ Wellbeing and life satisfaction
  - ✓ Motivation
  - ✓ Increased self-confidence
  - ✓ Hope and optimism
  - ✓ Greater sense of control and effectiveness
- Goals help us live life to the fullest

## 4. Goal setting Process

### GOALS

- You need to set S.M.A.R.T. goals for yourself and commit yourself to reach these goals.

	<b>S</b>	<b>M</b>	<b>A</b>	<b>R</b>	<b>T</b>
Goal	Specific	Measurable	Attainable	Relevant	Time Bound
What is it that you want to achieve?	Who? What? Why? Where? When?	How much? How often? How many?	Achievable?	Is it important to what you want to achieve ultimately?	When?

## 4.1 SMART concept

The process of setting goals should be a collaborative process between an employee and his or her manager. Whether writing long- or short-term goals, the most widely-used framework is S-M-A-R-T.

**Specific (or Significant):** Well-defined to inform employees exactly what is expected, when, and how much. With specific goals, managers can easily measure progress toward goal completion.

**Measurable (or Meaningful):** Provide milestones to track progress and motivate employees toward achievement.

**Attainable (or Action-Oriented):** Success needs to be achievable with effort by an average employee, not too high or too low.

**Relevant (Realistic/Rewarding):** You should focus on the greatest impact to the overall company strategy.

**Time-bound (or Track able):** Establish enough time to achieve the goal, but not too much time to undermine performance. Goals without deadlines tend to be overtaken by the day-to-day crises.

# Example of SMART Objective

**Objective:** To write and publish a book

Goal	Specific	Measurable	Attainable	Relevant	Time-Based
Write and publish a book within 10 months.	I will write a book on social media that is a minimum of 150 pages.	I will write one chapter per month, or 3-5 pages per week.	I will work on the manuscript first, and once that is completed, I will begin to search for a publisher or explore self-publishing.	Writing a book on social media will help me establish myself as an expert.	My manuscript will be completed and ready to be published in 10 months.

In order to establish myself as an expert, I will write a 150-page book on social media by writing one chapter per month (3-5 pages per week). The book will be completed in 10 months, and then I will search for a publisher or explore self-publishing.

## 4.2 TIPS of goal setting

Here are seven tips for setting employee goals that can help make these benefits a reality:

- 1) Set goals that align with company objectives
- 2) Invite your team members to identify job-specific goals
- 3) Set SMART goals
- 4) Emphasize attainable goals
- 5) Set consistent goals for employees with similar responsibilities
- 6) Reward employees who achieve their goals
- 7) Work closely with employees who fall short of the mark



## 5. Eligibility/Timeline

1. Eligibility for goal/objective setting
  - a. All the employees in Executive and above level
  - b. Assistance/Supervisor level: Who are in immediate supervisory role
2. The individual employee will have **one to one session with their respective immediate supervisor and the goal/objective to be agreed on common consensus by both.**
3. The Supervisor will have to guide and agree the objective in lined with the overall departmental/functional objective, which again should be inline with the over all company's Objective, vision/mission.
4. Ideally the goal setting process flows from top line to bottom line subordinates. Goal/objective setting process should be conducted in the beginning of the financial year/ appraisal cycle.
  - ✓ For regular employees; from the beginning of the fiscal year.
  - ✓ For new joinee, after completion of 2 months.

**Submission through HRIS software only.**

# Thank You