Set Goals - **Right-sizing your goals**

*Use these questions as a Quick Reference guide to help you identify the scope of your goals and to begin to scale them as part of your overall work.*

**Clarity?**

“Is it clear to you what successful completion looks like for each goal and why it matters?”

**Aligned with your manager?**

“Does this goal contribute to the goals of our team and the organization?”

**Do you need help?**

“What resources (time, equipment or tools, ability to delegate) do I need in order to achieve this goal?” 

**Right Amount of Work?**

“What is the overall work effort for this goal? Does it match the goal's importance in the big picture?”

**Make Sense?**

“Does this goal make sense along with other important goals that I have?”