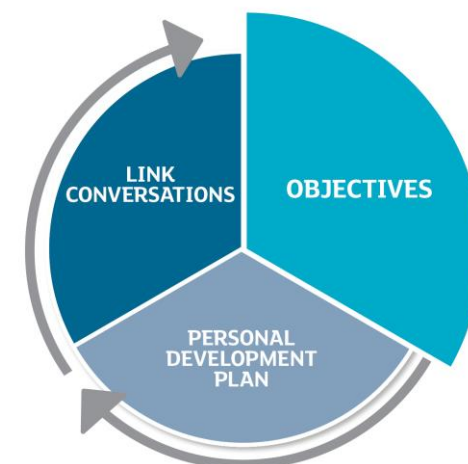


PERSONAL OBJECTIVES

Personal objectives ensure we are clear on our how we can each make a difference to our team, the business and our customers. Here's what you need to do:

- Take some time to understand your team's goals.
- Reflecting on your role, draft up to **eight** personal objectives which will support your team to achieve its goals.
- Each objective must be **SMART**:
 - **Specific** – Describe exactly what you will deliver.
 - **Measurable** – Make it clear how you will measure whether you've achieved the objective.
 - **Achievable** - Will it stretch your abilities, but still be achievable?
 - **Relevant** - Does the objective help us to achieve our business/team goals?
 - **Time bound** – Give a clear timeframe for when will it be completed.
- When you've drafted your objectives, agree them with your line manager.
- Consider whether you'll need specific development to achieve your objectives. Make sure you include it on your Personal Development Plan (PDP) and discuss in a Link conversation.
- Review your objectives with your line manager through the year to ensure they are still relevant to your role, your team and the business.



What does **the difference I make** really mean?



It's *what you do*: your key achievements that contribute to your team, the business and our customers.



It's *how you do it*: the way you go about delivering those achievements in line with our values.



It's *how we work better together*: the difference you make to and through others; sharing knowledge, building on ideas and

Examples

What will I do to make a difference this year? (SPECIFIC and check it's ACHIEVABLE)	How will I know I've made a difference (e.g. by improving quality/saving time/reducing cost)? (MEASURABLE & TIMEBOUND)	Which company or divisional priority does this support? (RELEVANT)
Deliver a consistent level of availability to meet customers' needs by supporting the factory to shelf team to test, trial and implement a more efficient forecasting methodology.	New forecasting methodology implemented by Period 8. Positive Sales vs Budget improvement starts to show by Period 9.	Divisional Objective: Love Our Customers
In order to deliver key change projects within stores more effectively I will improve my personal impact by completing the 'Inspiring Communications' workshop by Period 4.	Store Managers feedback, sought by the end of period 7, will indicate a positive improvement in my ability to clearly communicate, inspire and drive change in teams. Project X will be implemented in my store on time and with higher levels of consistency than project Y least year.	HR Strategic Objective: Values-led leadership for the 21 st century
Align the Trading Core plan of events to Customer Plan and Workload Planner, ensuring we have visibility of activity beyond secondary and seasonal space, and communicate to all non-food trading colleagues.	Plans aligned and communicated to all non-food trading colleagues by Period 3. Positive feedback on the clarity and usability of the plans sought by Period 5.	Strategic Objective: Great products and services at fair prices

Name:

Financial Year:

	What will I do to make a difference this year?	How will I know I've made a difference (e.g. by improving quality/increasing sales/saving time/reducing cost)?	Which company or divisional priority does this support?
1			
2			
3			
4			
5			
6			
7			
8			