

GOALS TEMPLATES

The purpose of this document is to provide **practical templates** to make writing your goals easier and visible to you to keep track of what you want to achieve throughout the year.

The document is divided as follows:

1. Writing your Goals with Guidelines, Templates and Examples.
2. **Reviewing your Goals with Guidelines, Templates and Examples.**

The Templates can be found in Page 8.

INTRODUCTION

WRITING
GOALS

REVIEWING
GOALS

SMART GOALS

SMART Goals Template will help you define good and achievable goals.
Repeat using this method for all your yearly goals.

INTRODUCTION

WRITING GOALS

REVIEWING GOALS

SMART	CHARACTERISTIC	LEADING QUESTION	MY INPUT
SPECIFIC	What you are trying to achieve	What do I want to accomplish? Why is this goal important? Which resources or limits are involved?	Example - Hire auditors. To help review employee's goals.
MEASURABLE	How you will know this goal is achieved	How will I know when this goal is accomplished?	Example - When we hire 2 auditors.
ACHIEVABLE	A goal that is realistic	How can I accomplish this goal? How realistic is the goal, based on other constraints, like financial factors?	Example - By following the hiring process.
RELEVANT	Why the goal matters	Is this the right time for this goal? Does this match our other efforts/needs? Am I the right person to reach this goal?	Example - The auditors will help review employees' goals.
TIME-BOUND	When this goal is supposed to achieve	When? What can I do six months from now? What can I do six weeks from now? What can I do today?	Example - We need to hire auditors by Feb 2021. Ask HR for strategy candidates' CVs.

SMART GOALS TO GOALS LIST

Your inputs in SMART Goals Template will be used to develop your Goals

SMART GOALS TEMPLATE
(INPUT COLUMN)

SMART	MY INPUT
SPECIFIC	Example - Hire auditors
MEASURABLE	Example - When we hire 2 auditors.
ACHIEVABLE	Example - By following the hiring process.
RELEVANT	Example - The auditors will help
TIME-BOUND	Example - We need to hire auditors by Feb 2021. Ask HR for

GOALS LIST TEMPLATE

MY GOALS	HOW THEY CONTRIBUTE	IMPACT
Example - Hire 2 strategy auditors by the end of Feb 2021.	The new hires will help	High

GOALS LIST

Once you list your goals, you have to specify how or where they fit in the Organization's Strategy and their impact on it to prioritize your work.

INTRODUCTION

WRITING
GOALS

REVIEWING
GOALS

MY GOALS	HOW THEY CONTRIBUTE TO THE ORGANIZATION OR WHERE	IMPACT
Example - Hire 2 strategy auditors by the end of Feb 2021.	The new hires will help review and enhance employees' goals	High

GOALS LIST TO TASKS LIST

SMART METHOD TEMPLATE
(INPUT COLUMN)

SMART	MY INPUT
SPECIFIC	Example - Hire auditors
MEASURABLE	Example - When we hire 2 auditors.
ACHIEVABLE	Example - By following the hiring process.
RELEVANT	Example - The auditors will help
TIME-BOUND	Example - We need to hire auditors by Feb 2021. Ask HR for

GOALS LIST TEMPLATE

MY GOALS	HOW THEY CONTRIBUTE	IMPACT
Example - Hire 2 strategy auditors by the end of Feb 2021.	The new hires will help	High

TASKS LIST TEMPLATE

TODAY'S TASKS	THEY ARE ALIGNED TO/ HELPING WHICH GOALS	IMPORTANCE	TASK COMPLETED
Example - Develop interview schedule	Hire 2 strategy auditors by the end of Feb 2021.	High	NO

Your Goals will be listed in your Tasks List to know what tasks to focus on

TODAY'S TASKS LIST

Next, in Today's Tasks List, write the tasks you have to complete each day that will help you achieve your goals.

The provided list shows Today's Tasks List but, if you prefer, you can provide Week's Tasks List instead. In this case, you will have to write the List at the beginning of the week.

TODAY'S TASKS	THEY ARE ALIGNED TO/ HELPING WHICH GOALS	IMPORTANCE	TASK COMPLETED
Example - Write down Today's Tasks.	All of my goals	High	YES
Example - Develop interview schedule for auditor candidates.	Hire 2 strategy auditors by the end of Feb 2021. (taken from our Goals List)	High	NO

REVIEW YOUR GOALS

For simplicity and easy management, this section is combined with Daily Tasks List. The tasks that you did not complete from the previous day/week, add them to your next Tasks List to keep track on them as they impact your goals' achievement.



INTRODUCTION

WRITING
GOALS

REVIEWING
GOALS

UNCOMPLETED TASKS TO NEXT DAY LIST

SMART METHOD TEMPLATE
(INPUT COLUMN)

SMART	MY INPUT
SPECIFIC	Example - Hire auditors
MEASURABLE	Example - When we hire 2 auditors.
ACHIEVABLE	Example - By following the hiring process.
RELEVANT	Example - The auditors will help
TIME-BOUND	Example - We need to hire auditors by Feb 2021. Ask HR for

GOALS LIST TEMPLATE

MY GOALS	HOW THEY CONTRIBUTE	IMPACT
Example - Hire 2 strategy auditors by the end of Feb 2021.	The new hires will help	High

TASKS LIST TEMPLATE

TODAY'S TASKS	THEY ARE ALIGNED TO/ HELPING WHICH GOALS	IMPORTANCE	TASK COMPLETED
Example - Develop interview schedule	Hire 2 strategy auditors by the end of Feb 2021.	High	NO

The uncompleted tasks will be added to the next Tasks List to keep track on them.

TASKS LIST TEMPLATE (NEXT DAY LIST)

TODAY'S TASKS	THEY ARE ALIGNED TO/ HELPING WHICH GOALS	IMPORTANCE	TASK COMPLETED
Example - Develop interview schedule	Hire 2 strategy auditors by the end of Feb 2021.	High	

THE TEMPLATES

SMART GOALS TEMPLATE

SMART	CHARACTERISTIC	LEADING QUESTION	MY INPUT
SPECIFIC	What you are trying to achieve	What do I want to accomplish? Why is this goal important? Which resources or limits are involved?	
MEASURABLE	How you will know this goal is achieved	How will I know when this goal is accomplished?	
ACHIEVABLE	A goal that is realistic	How can I accomplish this goal? How realistic is the goal, based on other constraints, like financial factors?	
RELEVANT	Why the goal matters	Is this the right time for this goal? Does this match our other efforts/needs? Am I the right person to reach this goal?	
TIME-BOUND	When this goal is supposed to achieve	When? What can I do six months from now? What can I do six weeks from now? What can I do today?	

GOALS LIST TEMPLATE

MY GOALS	HOW THEY CONTRIBUTE TO THE ORGANIZATION OR WHERE	IMPACT		
		HIGH	MEDIUM	LOW
		HIGH	MEDIUM	LOW
		HIGH	MEDIUM	LOW
		HIGH	MEDIUM	LOW
		HIGH	MEDIUM	LOW
		HIGH	MEDIUM	LOW

TASKS LIST TEMPLATE

TODAY'S TASKS	THEY ARE ALIGNED TO/ HELPING WHICH GOALS	IMPORTANCE	TASK COMPLETED	
			YES	NO
			YES	NO
			YES	NO
			YES	NO
			YES	NO
			YES	NO

NOTES

The provided templates and lists were developed to help you and your teams link daily tasks to the organization's strategy.

The provided materials can be shared with everyone, and Athar hopes that they will be helpful to you and your teams.

If you have a feedback or any questions, contact us on info@athar.co

For more details, check our website athar.co