

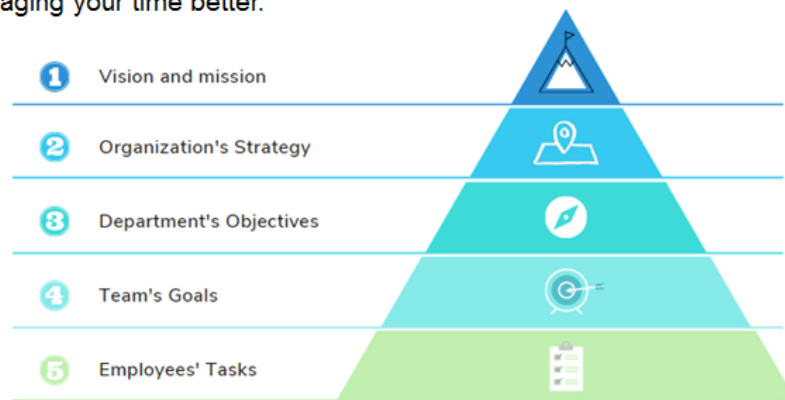
A Practical Guide to achieve yearly Goals and to contribute to the organization's success

Writing your Goals:

- › Using SMART method.
- › Aligning your goals to the organization's strategy.
- › Aligning daily tasks to your goals.

Reviewing your Goals (regularly) helps with:

- › Staying focused on your priorities.
- › Managing your time better.



We decided to write a simple guide to help you and your team start the year with great goals and be able to keep track of them and move them forward towards success.

The strategy of the organization helps us develop our yearly team/individual goals, and when we achieve them, we help the organization and contribute to its success.

The below sections have steps on how to be efficient in writing your goals and how reviewing them regularly helps your productivity.

Writing the goals:

When writing your goals, you should put into account these points:

1. Using SMART method:

Example: **Hire 2 strategy auditors by the end of February 2021.**

- ✓ Specific: what you are trying to achieve ([hiring strategy auditors](#)).
- ✓ Measurable: how you will know this goal is achieved ([when 2 auditors are hired](#)).
- ✓ Achievable: a goal that is realistic ([the hiring process](#)).

- ✓ Relevant: why the goal matters (to review employees' goals).
- ✓ Time-bound: when this goal is supposed to be achieved (end of February 2021).

2. Aligning the goals to the organization's strategy to contribute to its success and progress.

Below is a checklist on how to achieve this point:

- Start with writing all the goals that will contribute to the organization's strategy.
- Ask yourself how the above goals contribute to the organization.
- Organize them, putting the goals that have most impact on the strategy first.
- Once you lay out their importance, focus on achieving them.

3. Aligning daily tasks to your goals to help you reach your goals more effectively.

(Once you know how your goals help the organization, now it is time to work on achieving them. We do this by making sure our tasks are contributing to us achieving our goals)

Below is a checklist on how to achieve this point:

- Write a list of all the tasks expected from you.
 - Ask yourself which tasks help you progress your goals.
 - If a task does not connect to any of your goals, try to delegate or eliminate it.
 - Organize your tasks into groups of: **urgent and important**, **important** and **urgent** so you know which ones to focus on.
- **Urgent and important tasks**: doing these tasks impact significantly on a goal's progress and they cannot be delayed (like presenting a potential solution to higher management/fixing an issue on a critical system that happened suddenly).
 - **Important tasks**: doing these tasks contribute to a goal's progress (like hiring new candidates/developing a marketing campaign)
 - **Urgent tasks**: Doing these tasks help the team/department overall but they do not contribute to your goals directly (like attending a meeting where you will not impact the decision making process).

Seeing the goals:

Why should we view the goals regularly?

Going back to your goals regularly helps you stay focused on your priorities and manage your time more efficiently because it is easy to lose track of what you want to achieve and how while dealing with work pressure and new requests from clients and management.

How can you review your goals?

- 1. Write a timeline/a chart (example below) for your weekly and monthly goals to help you see the big picture.
- 2. Write a list of tasks and skills that will be necessary to achieve every goal in your timeline/chart.
- 3. Start your working day with writing down the tasks and steps you will require to achieve your goals. Make this step a daily routine every morning.

Timeline Implementation (for Step 2)



Step 2: Metrics and Information Flow Implementation Timeline (as shown in our profile)

We hope the above guide will be helpful to you in achieving goals this year and the years to come.

If you have any questions, contact us or check our website athar.co.