

# 8 STEPS TO SET PERFORMANCE MANAGEMENT GOALS

**1**

**KNOW WHAT MATTERS MOST**

Understand what's important for your job or your company. Is it more sales or creating a new product?

**2**

**MAKE IT CLEAR AND SPECIFIC**

Instead of saying "make more sales," say "increase sales by 20% by the end of the year."

**3**

**ENSURE IT'S ACHIEVABLE**

It's great to dream big, but your goal should be something you can realistically reach

**4**

**RELEVANCE IS KEY**

Your goal should fit well with your job or your team's role in the company.

**5**

**SET A DEADLINE**

Whether it's three months, six months, or a year, pick a date by when you want to achieve your goal.

**6**

**BREAK IT DOWN**

Break your goal into smaller, bite-sized tasks that you can tackle one at a time.

**7**

**TRACK YOUR PROGRESS**

This might mean checking in every week or every month to see if you're getting closer to your goal.

**8**

**ASK FOR FEEDBACK**

Sometimes, it helps to get a second opinion. Talk to your boss, your coworkers, or anyone you trust.



# Goal Management At Work

**Marco Cascella**



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