

SLII® Goals Worksheet

Goal Setting

1. Think of an individual you lead who has the potential to develop.
2. Identify three goals or key tasks that you would like this person to accomplish.
3. Write each goal or task in terms of a “what needs to be done, when” statement.

Examples of SMART Goals

- To win approval for the higher standards on the new building design within the next two months
- To design a “fix” for the engineering design flaw on the new building by May so that all of the environmental standards are achieved
- To submit accurate and timely financials on a bimonthly basis for the next 12 months
- To increase the number of positive customer comments by 30% over the next six months, from an average of 3 per employee to 3.9 per employee
- To organize a workshop to orient and mentor new engineers within the next three months
- To organize four forums over the next year to promote sharing of best practices across the company

Goals for

Goal or Task	Goal or Task	Goal or Task
What needs to be done, when?	What needs to be done, when?	What needs to be done, when?

Complete this worksheet, print it, and bring it to your Situational Leadership® II learning session.