

Measurable goals for admin professionals?

Question: I'm looking for suggestions on "measurable goals" or SMART (specific, measurable, achievable, relevant and time-based) goals for administrative professionals.

Thank you! -- *Jennifer*

Comments

Hi Jennifer! Goal setting is as individual as finding an appropriate gift, so it depends on who wants the goals and where s/he is in her/his life. Any goal can be made SMART; the test is to ask the classic journalist questions: who, what, when, where, why. True life example: if I want to "get better at public speaking", what might a goal look like for me? I would start with "Make 1 additional presentation to an audience of 25 or more people by 1 May, 2007" (answers what, who, when). Bullet points under this broad goal might include: join local Toastmasters club by end of June, develop presentation for local IAAP chapter on best practices by Labor Day and review with chapter president (answers where and why).

If having another person look over your goal list would be helpful, send me an e-mail -- I'm happy to help!

Posted by: Theresa | April 28, 2006 at 11:56 AM

Some suggestions from an HR perspective;
Completion rates on annual performance evaluations by Department, Training such as FMLA, FLSA, ADA, etc for Supervisors & Managers, Turnover rates by shift/Month and Year, Exit Interview data, Staffing objectives, Quality Control Program for Audits, etc. Hopefully this will give you some ideas.

Posted by: Gary Walter | April 28, 2006 at 12:07 PM

SETTING GOALS

GOAL: The final purpose or aim; the end to which a design tends, or which a person aims to reach or attain.

The process of setting goals helps you choose where you want to go in life. By knowing precisely what you want to achieve, you know where you have to concentrate your efforts. You'll also quickly spot the distractions that would otherwise lure you from your course.

Goal setting is more than simply scribbling down some ideas on a piece of paper. Your goals need to be complete and focused, much like a road map.

The first step in setting goals is identifying what you want to accomplish. Once you know where you want to end

up, then you must lay out the steps to get there.

When setting your goals please keep in mind the following:

5 Elements of a Useful goal

- SPECIFIC: Describes what you want to accomplish with as much detail as possible.
- MEASURABLE: Describes your goal in terms that can clearly be evaluated.
- CHALLENGING: Takes energy and discipline to accomplish.
- REALISTIC: A goal you know you are actually capable of obtaining.
- STATED COMPLETION DATES: Goals that break longer term goals into shorter pieces and clearly specify target completion dates.

What is the difference between a dream and a goal? It is the written word. Write it down, post it, and then do it!!!

Remember this fact:

90% OF SUCCESSFUL PEOPLE SET GOALS; 90% OF PEOPLE WHO FEEL THEY HAVE FAILED DID NOT SET GOALS.

Posted by: Bonnie | April 28, 2006 at 12:18 PM

I have form if you would like me to forward it please send me your email.

We have found that letting our employees set their own goals and having their manager review them quarterly has made 90% of them step up their game. They have responded well to being recognized Qtly for their accomplishments rather than just yearly.

Overall management seems to feel there is better communication and less tension among the employees.

Hope this is of help to you.

Posted by: Mary Ellen Kelly | April 28, 2006 at 01:43 PM