Goal-Setting Worksheet

Use this worksheet to set team or individual goals. Use the questions below for self-reflection or discussion with your manager. Check out our **SMARTIE Goals Worksheet** for more goals workshopping support. Once you've finalized your goals, use our **Red Light/Green Light Goal Tracking Tool** to track your progress throughout the year.

Goal	Alignment with team or organizational goal	Tactics	Additional Notes (MOCHA, considerations, tasks, etc.)
Improve average participant experience scores from 60% highly satisfied to 65% highly satisfied, with no disparities in race or gender.	Grow the grassroots power of our membership base. By end of year, at least 2,500 people (of which 40% identify as BIPOC) will have been trained through our leadership development programs. At least 80% of participants will answer yes to the statement: "I would recommend this program to a friend."	• Solicit feedback from last year's BIPOC alum on programming logistics through surveys, 1-1s, and focus groups. • Experiment with new platform for participant engagement during the course of the program. • Work with curriculum lead to align curriculum changes with logistical needs.	C: Make sure to have a 1-1 with Lyle. H: Ask Karla for support reaching out to some alum. A: Share plan with Anique by Apr 1.

Questions for consideration:

- Will achieving this goal represent significant progress towards our mission?
- Does this goal or its tactics mitigate potential inequities in the outcomes and/or process? Does it advance equity and inclusion in the outcomes and/or process?
- Did I get input from people who will be impacted by the process or the outcomes? If not, who do I still need to consult with?
- Are the measures of success for this goal clear?
- Is there a deadline for this goal?
- Do we currently (or plan to) have the capacity, systems, and processes needed to achieve this goal?
- Can I connect each of my goals to an organizational or team goal?