

# 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

**M Woodhall**



## **Goal Management At Work:**

## Unveiling the Magic of Words: A Review of "**Goal Management At Work**"

In a world defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their ability to kindle emotions, provoke contemplation, and ignite transformative change is really awe-inspiring. Enter the realm of "**Goal Management At Work**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve to the book is central themes, examine its distinctive writing style, and assess its profound affect the souls of its readers.

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