



GOAL SETTING EXERCISE



Characteristic	Defined	Example Goal
Specific	<ul style="list-style-type: none">What exactly do you want to achieve?	
Measurable	<ul style="list-style-type: none">How will we track progress and measure outcomes?	
Achievable	<ul style="list-style-type: none">You believe you can do it.	
Relevant	<ul style="list-style-type: none">Why do you want to reach this goal? What's the purpose behind the goal?	
Time-Based	<ul style="list-style-type: none">Timelines cause action. Keep the timeline realistic and flexible.	

FEEDBACK EXERCISE: SELF-REFLECTION

BIF Model	Your Specific Example
<input type="checkbox"/> BEHAVIOR ... Describe the specifics ... the situation, the behavior, the results.	
<input type="checkbox"/> IMPACT ... Describe the impact to the individual, the team, the guest, you as the manager	
<input type="checkbox"/> FUTURE ... Describe how to be more effective moving forward ... Stop, Start, Continue	