

2019 SMART Goals and Reflection Worksheet

Use this worksheet to reflect on 2019 performance and opportunities for growth. You will also use this worksheet to develop SMART goals for 2020.

What is a **SMART** goal? It is a goal that is **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound. A chart is available on page 2 to assist with developing a SMART goal. Use as many copies of this worksheet as needed to create each of your SMART goals.

Employee Name: Event Coordinator

Supervisor Name:

Today's Date:

Step 1: 2019 Reflection

Please list 2-3 accomplishments from your 2019 performance:

1. Successfully completed wedding season, bringing in revenue from events.
2. Handled a summer camp solo.
3. Added to our social media presence.

Please list 2-3 areas of work in which you would like to improve, or skills you would like to learn:

1. Learning and mastering ASTRA, our scheduling software
2. Learning timelines for events from start to finish
3. Budgeting for event planners of events on campus that involve our labor support.

Step 2: Departmental Goals and Strategic Plan Alignment for 2020

Working with your supervisor, determine your departmental goals/strategic plan and how you can contribute to reaching this goal:

1. Serving the campus and students first.
2. Educating the campus as to who we are and how we can help with events.

SAMPLE

Step 3: Develop your SMART Goal

What is your goal in one sentence? *Don't worry, it does not have to be SMART yet; you will do that next!*

To serve the students, campus population and community through event planning in a timely manner.

S.M.A.R.T.	Questions to help you develop your goal into a SMART Goal...
Specific	Does your goal clearly and specifically state what you are trying to achieve? If your goal is particularly large or lofty, try breaking it down into smaller, specific SMART goals.
	Your Turn: To increase the number of events held for community through efficient communication of our services and by returning requests for information.
Measurable	How will you (and others) know if progress is being made on achieving your goal? Can you quantify or put numbers to your outcome? How will you measure it?
	Your Turn: Number of emails and phone calls responded to within that timeframe.
Achievable	What actions must you take to complete this goal? You will require the help of others? What factors may prevent you from accomplishing your goal?
	Your Turn: My actions require the cooperation of our labor team. There are questions that are bounced back and forth between the client, myself, and our labor team in order to complete a quote and event plan. Our team is out with events many times, so we have to wait on their responses before securing a price quote and plan.
Relevant	Why is achieving this goal important to you and your job and/or department? What value will be achieving your goal add?
	Your Turn: The more people we can help, the more our department is understood throughout the campus and the better our timelines and workflows produced.
Time-bound	When will you reach your goal? <i>Again, if your goal is particularly large, try breaking it down into smaller goals with appropriate incremental deadlines.</i>

	Your Turn: I will return contact with each event request within 48 hours.
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Step 4: Create an Action Plan

What is the first step you must take to achieve your goal? *Feel free to create a more detailed step-by-step plan outside of this document.*

Creating out of office emails to maintain good communication while working events, so that customers know when to expect a response.

Step 5: Determine Obstacles

What obstacles do you anticipate as you work to reach your goal? How will you address the challenge(s) if they arise?

When we have multiple events on multiple days, making sure that everyone is responded to will take good time management. I will carve out time during the slower periods of events to respond and notify our labor team.

Congratulations on creating a SMART goal!

Supervisors and Employees should each retain a copy of this SMART Goal and check in together on progress, achievements, and obstacles. When you've met your goal, be sure to share your supervisor and celebrate your success!