

Aligned, Actionable Goals Worksheet

The intent of this worksheet is to help you and your team operate more effectively and cohesively. We believe that as leaders, we need to provide clarity to our teams, define each team members' responsibilities, and share how we will hold each other accountable.

Use all or sections of the worksheet. But remember to show clarity, responsibility, and accountability.

Clarity is about where we are going as a business and how [INSERT POSITION] will help us get there. Without clarity, we will simply wander around completing tasks, goals, and projects without knowing if they are helping push the business forward.

Company Clarity

Company Vision:

Company Mission:

Company Values:

Company Goals:

Rally Cry, Defining Objectives and Leader Goals

Rally Cry:

Defining Objectives with Measurable Outcomes:

My Leader's Goals:

Team Clarity

Team / Department Name:

Team / Department Vision:

Team / Department Mission:

Team / Department Values (if different from company values):

Team / Department Goals:

Position Clarity

Position Title:

Position Description Simplified (One line):

Responsibility is about providing clear goals and how we will accelerate the business forward. Goals need to be written in such a way that everyone who reads them knows how they are contributing to the overarching direction, vision, and values of the company. Providing clear responsibilities and how these will impact the organization will improve quality of work, performance, and job satisfaction.

Goals and Measurable Outcomes

Accountability is how we will be measured. Without accountability, how will we know the right work has been done the right way. If there is no accountability, then there is no way to know if what we are doing has the right impact on the organization. Key Performance Indicators (KPIs) is one way to know what we are accountable for.

Defining Objective	Individual Goal	Tasks or Activities	“As Measured by” Outcome
What higher-level goal does this align to?	What will you achieve?	How will you achieve it? What will you do?	How will you know you have been successful? What outcome are you looking to achieve?

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