

SMART Goals

S
Specific

M
Measurable

A
Achievable

R
Relevant

T
Timebound

Enhance team culture through employee recognition.
Improve employee interaction & engagement in the department. Measure the % of employees touched by kudos awards.

Create a shared board in TEAMS for employees to recognize performance of team mates on a weekly basis. Goal is 90% participation in the first quarter.

(I or accountable party) will (action word/s) (object of the goal) by (time) for the purpose of (relevance/results).



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Reduce underutilized spaces in buildings.

Improve efficiency of space use by minimizing the square footage per person and updating the Space Policy in the Campus Administrative Manual (CAM) by FY25.



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Ensure group projects are completed on time.

Organize biweekly meetings with colleagues throughout the month, each lasting no more than 30 minutes, to promote a better flow of ideas and improve communication with the team and allow everyone to stay on track with projects.

Ensure group projects are completed on time.

I will organize biweekly brief meetings with colleagues for the duration of that project, set an agenda to promote a better flow of ideas and improve communication with the team and allow everyone to stay on track with projects.

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Improve my time management skills.



I will use daily, weekly, and monthly planner to block out my schedule and projects, reviewing it daily for the next six months to keep me on track with my goals.

I will use daily, weekly, and monthly tasks in my Outlook calendar to block out my schedule (email, 1:1, meetings) and projects.

Focus in September on project X
Focus in December on project Y

I will review it daily for the next 6 months with my supervisor to keep me on track with my goals.

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SMART Goals

Increase cultural competency for department



I will initiate monthly lunches for the coming year with a guest speaker from one marginalized group to help employees understand differences in culture and ability to make the workplace more inclusive.

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NOTES:

- Could you be more specific with "monthly lunches"
 - When we are going to reach out
 - List of people to reach out to
 - Sharing articles with the team
- How are you measuring progress and where is your team right now
 - What is the outcome, why are we doing this?
 - Purpose
 - Percentage with increase, or exposure to culture/experience
- What is timeline; maybe something with a mid-year check in (feels more concrete)

I will attend monthly lunches to share cultural competency-related articles with the team members. I will conduct a mid-year check-in to evaluate the increase in the overall department's exposure to and understanding of different cultures.

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Expand professional network



Attend three in-person or virtual networking events and follow up by connecting with professionals via LinkedIn throughout the current academic year.

"I will attend three in-person or virtual networking events and follow up by connecting with professionals via LinkedIn throughout the current academic year for the purpose of developing contacts for future mentoring/peer coaching."

Other purposes:

- + Learning best practices
- +Maintain a license/certification - networking events can count as Learning Units towards a cert or to take a test
- +Meet likeminded people and hearing different perspectives
- +Go-to contacts in future (mentor/peer coach)

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Improve transportation sustainability efforts related to iCAP goals.



Reduce driving on campus and report the percentage of staff trips made using single-occupancy vehicles from 60% to 50% by FY25.

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Improve written communication skills

Attend a workshop in the next month on effective written communication. Work with a mentor to review communication on a bi-weekly basis.

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Improve ticket response times



Document expectations that include who will be responsible for which type of tickets and anticipated action times. Create a ticket dashboard to share with team for a clear view of issues that need to be addressed. Identify common issues that are affecting response times. Share findings with staff.

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Improve team meeting engagement

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Share agenda at least two days in advance. Better engage staff by turning on video camera during team meetings. Offer quarterly team meetings in person. Rotate the meeting facilitator. Spend the first 15 minutes of each meeting to check in with staff

Improve staff engagement in team meetings by: Share agenda at least two days in advance. Better engage staff by turning on video camera during team meetings. Offer quarterly team meetings in person. Rotate the meeting facilitator. Spend the first 15 minutes of each meeting to check in with staff. Measure improvement by: Ask staff whether they're feeling more engaged; note how many participants asked a question or had a comment during the meeting