Planning for Your PD&E Goals for 18-19

PD&E has launched and your manager stopped you in the hall and asked you to enter your goals by the end of the week. You keep getting reminders and instructions in your email. You feel like you had a good year last year and you worked hard, but how should you plan for this year? You have been working all along, but why set goals now? In part because we are ready for you to document your work in Workday. And we are far enough into the year that we all have a solid sense of work streams and priorities for the year. So let's get started…

First, go for a walk.

> Get up and walk around the block or around the building. Clear your mind and move your body to get ready to think and write.

Reflect on last year

> If it helps, make a list of successes and obstacles. Wins and losses. Glows and grows. What worked and what maybe didn't go as planned. What happened? Don't beat yourself up, but do truly look back and consider what you could have done differently and if there is a pattern. Take notes (you will use them later).

Look ahead for this year

> What kinds of projects are you working on? What other departments are you relying on, and who is relying on *you*? Do you have strong internal or external partners? Have things changed for you this year with a new department or supervisor? Do you manage new employees? What is on your horizon?

Assemble your resources

> Print your step by step instructions.   Review the competency rubric. Look at your Toolkit with our theory of action and goals for the organization, CEO, and Chiefs. Pull up your job description in Workday and read it over. Review the categories for functional goals for 1819. Take out your SMART goal worksheet. Get a fresh cup of coffee.

Draft your goals

> Before you start typing your goals into Workday do a draft. Use paper and pencil, or type them up in Word, but either way start by getting your thoughts down, so you can see them and review them. One formula that might help you get started is action verb + target area + measurement or standard + achievement date. For example: To improve + customer satisfaction in our department's response time + by 15 points on the NPS survey + by June 28, 2019. You can also use the SMART goal framework to write a goal that is specific, measurable, achievable, relevant, and timebound.

> Some departments may do a department-wide goal. This is if the whole team is working on a project, with similar share responsibilities. Goals should be tailored to the individual's role in the work and how he or she will support the team's effort. If your department has a team goal be sure to add it to your goal list.

Get some feedback

Send your goals to a colleague you trust and ask them or review them – do they make sense? Do they seem aligned to the work you are doing? What might be missing? Not everyone has a peer they can go to for loving but honest feedback, but if you do, ask for their help and offer yours in return.

Enter your goals

Time to log in to Workday and start clicking. Use the Guided Editor if you want to work slowly and methodically or go to Summary Editor if you know what you want to enter and are ready to hit Submit. You can Save for later if you need to but you should enter your goals soon so your manager has time to review and either approve or offer feedback. Some managers will want to conference with you. Others will review your goals from their computer. Either way, your manager must approve your goals before they are final. Everyone should have their goals in and approved by November 21.