**A Checklist to Ensure Effective Goals**

Use the checklist below to ensure your goals have the proper characteristics to work effectively.

1. Are your goal statements specific? Is what you hope to accomplish clearly stated?
2. Are your goals challenging/difficult, but realistic?
3. Are your goals related to important aspects of your performance?
4. Are your goals consistent with your individual and team priorities and objectives?
5. Do you have measurable quantitative or qualitative indicators of goal performance?
6. Do you have a realistic time frame for achieving each goal?
7. Do you have the knowledge, skill, and ability (KSAs) to accomplish? If not, what KSAs do you need to develop and how will you develop them?
8. What are the resources needed to accomplish these goals?

Do you have the resources to accomplish these goals? If not, how will you acquire the resources?

* 1. Are your process goals comprehensive?
  2. Or do you need additional action plans to provide a clear path to goal accomplishment?