WORKSHEET + WORKED EXAMPLE

Write a Goal You Can Check

A clear, checkable goal with support, a review date, and room to revise.

10–15 minutes | SMART goal drafting

Use it in three moves

1. Start with a real intention, then use the five checks to make it concrete.
2. Check support and relevance with the people expected to do the work.
3. Write one readable goal. Keep the measure and review arrangements beside it.

What is the current goal?

Keep the original wording so you can see what changes.

Specific · What will be different, for whom?

Describe an observable change in the work.

Measurable · How will we notice?

Use a source and a baseline where available. A count is not the whole experience.

Write a Goal You Can Check

YOUR WORKING NOTES / CONTINUED

Achievable · What makes this realistic?

Include time, access, authority, and help.

Relevant · Why is this worth doing?

Connect to people and a real need, not only a target.

Time-bound · When will we review it?

A review date can be more honest than a deadline for a result you cannot guarantee.

Write the goal you can now discuss.

Use your own words. Check that the people doing the work helped shape it.

A question for me

What part of this goal is mine to make possible?

See one way through

FICTIONAL WORKED EXAMPLE / NOT THE ANSWER TO YOUR SITUATION

What is the current goal?

Improve handoffs between shifts.

Specific · What will be different, for whom?

The incoming shift can identify the next owner and unresolved issue for each open request.

Measurable · How will we notice?

For one week, sample ten handoffs and ask the incoming person whether they could act without chasing context. Establish the baseline first.

Achievable · What makes this realistic?

Both shift leads will test a short handoff note and set aside ten minutes to compare examples.

Relevant · Why is this worth doing?

People should not have to reconstruct the previous shift's decisions before they can help a customer.

Time-bound · When will we review it?

Review the first two weeks on 18 November; revise the note if it creates extra work.

Write the goal you can now discuss.

For the next two weeks, both shifts will test a short owner-and-open-question handoff note. We will review ten samples and the incoming team's experience together before expanding it.

The thinking behind it

A goal can invite shared attention or quietly become a demand without support. Notice what the wording asks of people, and what you are committing to provide.

SMART is a widely used goal-setting mnemonic with several word variants. This version uses Specific, Measurable, Achievable, Relevant, and Time-bound. The prompts are an original Leader Rebellion drafting aid; a well-written goal still needs agreement and support.

What Matters · OKRs and SMART goals

Read You Have a Culture Problem by Nic Payne