

## MONTHLY GOAL PLANNING STATEMENTS

### I. Assumptions

- A. Education is the fertilizer for personal growth and change.
- B. In a changing world we must be all changing too - more education.
- C. Can't promote from within if they aren't growing skills and responsibility
- D. Written, reviewed goal statements agreed upon with manager can work.

### II. Objectives

- A. Make volunteered, sweat-equity time a pre-requisite for raises and "promotions"
- B. Let employees document their dramatic differences in achievement or lack of it in their own handwriting; good for weeding too.
- C. Let employees evaluate the company instead of the reverse.
- D. Frequent reviews and feedback with written copy is the best.

### III. The Form and Rules.

- A. One-page - half for goal to work on; half for progress on last 1-3 months worth of goals.
- B. Be specific, measurable, controllable activities with deadlines for completion within 1-12 months.
- C. No more than two or three programs simultaneously.
- D. Must require 2+ hours/week to accomplish.
- E. Education need not be job-related, but we pay for all job related tuition.
- F. Due the first of each month; timeliness and consistency counts as a pre-requisite but not guarantee for raises.

### IV. The Reviews

- A. Manager asks open-ended questions:
  - 1. Are you doing what you planned, better, worse? Why? How?

2. Is there anything the company can do to further help?

- B. Manager writes down all and attaches to goal statement.
- C. After three months, manager lays out the last three months of trailing statements
  - 1. Questions trend of progress.
  - 2. Compares to those of a tiger-achiever (with permission).
  - 3. Let employee draw on conclusions.