Specific, measurable, achievable, and time-based goals (SMART goals)

Production process:

Created manually with a single click using data from "Manager notes"

Access points:

Available in the platform's "Manager Notes" section, can be set to read-only and made viewable to the employee

Purpose:

Compresses feedback and manager notes, aligns them with company and/or department objectives to create an initial draft, potentially saving managers 4-8 hours per employee

1. Time Management Improvement

- **Specific**: Improve punctuality and reduce instances of tardiness.
- **Measurable**: Strive for a 100% on-time arrival record for the next review period.
- **Achievable**: Adjust morning routine to ensure timely arrival at work, especially on Mondays.
- **Relevant**: Timeliness is critical to maintaining a professional image and ensuring effective team collaboration.
- **Time-bound**: Target to achieve this goal by the end of Q4 2023.

2. Presentation Skills Development

- **Specific**: Enhance presentation skills to communicate more effectively during meetings or reports presentation.
- **Measurable**: Attend at least one presentation skills training or workshop by Q4 2023.
- **Achievable**: Utilize in-house resources or external online courses for skill development.
- **Relevant**: Effective presentations are crucial in conveying ideas and information clearly in a business setting.
- **Time-bound**: Demonstrate improved presentation skills in the Q4 report.

3. Strengthening Expertise

- **Specific**: Deepen knowledge and expertise in the role of Consultant.
- **Measurable**: Attend at least two relevant training courses or seek mentorship from a senior colleague by Q4 2023.
- **Achievable**: Leverage Dunder Mifflin's commitment to employee training and development opportunities.
- **Relevant**: Strong expertise is essential for job performance, customer satisfaction, and team collaboration.
- **Time-bound**: Show noticeable improvement in role expertise by end of Q4 2023.

4. Improving Organizational Skills

- **Specific**: Improve organizational skills to manage tasks more efficiently and avoid scheduling mistakes.
- **Measurable**: Implement a new organizational system or tool by the end of Q3 2023.
- **Achievable**: Utilize digital tools like project management software or time management apps.
- **Relevant**: Good organizational skills contribute to productivity, efficiency, and overall job performance.
- **Time-bound**: Demonstrate improved organization by having no meeting scheduling errors for Q4 2023.

5. Team Collaboration Enhancement

- **Specific**: Improve willingness to help others in all situations, reinforcing Dunder Mifflin's core value of teamwork.
- **Measurable**: Increase positive feedback on collaborative behavior from peers in next internal 360 feedback cycle.
- **Achievable**: Seek constructive feedback from colleagues regularly to identify areas for improvement in collaboration efforts.
- **Relevant**: Teamwork is vital for achieving departmental objectives and fostering a supportive work environment.
- **Time-bound**: Show significant progress on this aspect by end of Q4 2023.