

Toolkit: Annual Goal Setting

1. Set performance goals and key results (GKR)

Understand the basics

- Goals should be aligned to your organization's strategy, and the overall annual targets of your respective teams or departments.
- Goals should be ambitious and may feel somewhat uncomfortable; if someone consistently fully attains their goals, these aren't ambitious enough and they need to think bigger.
- Key results are measurable and should be easy to assess progress.
- Goals are public so that everyone in the organization can see what others are working on.
- Goals are not a shared to-do list; quarterly work plans provide detail on actions and tasks necessary to make progress towards goals - GKRs should be big picture goals focused on results and outcomes desired.

Write out the goals

- Use a simple template to list your goals (see attached). Here's an example of a goal and key result to give you an idea of what this could look like.

Goal: To ensure resilient and effectively managed rangelands support communities and wildlife across northern Kenya.

Key Results: A rangelands monitoring system is set up to ensure that data is effectively collected, processed and analyzed. 3 new community grazing plans are adopted by village committees.

2. Identify opportunities for professional development

What do you want to work on this year and why?

Add a narrative overview of the areas of development for the year, why it's important to your role and your professional development. One bullet for each area of focus. Here's an example:

Area 1: Take a training course on wildlife monitoring which will help in better and more effective collection of wildlife data.

3. Add personal goals that your team should know about

Add your top personal goals – things you want to make sure to prioritize for balance and well-being throughout the year, or big things going on in your personal life that would be helpful for your supervisor to know (education, weddings, etc).

A pro tip: Add your priorities each quarter, linked to your annual goals.

- 2-5 top priorities per quarter, could be a summation of a series of activities or objectives through the quarter.
- Add key results (outcomes) that can be reasonably expected within the scope of the quarter.
- These priorities should be the main focus of performance feedback at the end of the quarter.

Use this template to create your Annual Goals

Annual Goals | Clearly define your performance goals & key results

Goals should be aligned to your organization's strategy, and the overall annual targets of your respective teams or departments. Key results are measurable and should be easy to assess progress.



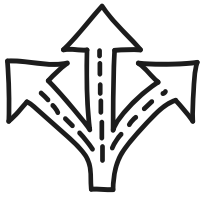
Goal 1:
Key Results:

Goal 2:
Key Results:

Goal 3:
Key Results:

Professional Development | What do you want to work on this year and why?

Add a narrative overview of the areas of development for the year, why it's important to your role and your professional development. One bullet for each area of focus.



Area 1:

Area 2:

Area 3:

Professional Development Plan

Development Goals	~70% On the Job assignments (to be integrated into work plans)	~20% Coaching / Mentoring	~10% Formal learning or training

Personal Goals | What are your top personal goals?

Add your top personal goals – things you want to make sure to prioritize for balance and wellbeing throughout the year, or big things going on in your personal life that would be helpful for your supervisor to know (education, weddings, etc.)



Goal 1:

Goal 2:

Goal 3: