

## 2019 SMART Goals and Reflection Worksheet

Use this worksheet to reflect on 2019 performance and opportunities for growth. You will also use this worksheet to develop SMART goals for 2020.

What is a **SMART** goal? It is a goal that is **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound. A chart is available on page 2 to assist with developing a SMART goal. Use as many copies of this worksheet as needed to create each of your SMART goals.

**Employee Name:** Instructional Designer

**Supervisor Name:**

**Today's Date:**

### Step 1: 2019 Reflection

Please list 2-3 accomplishments from your 2019 performance:

1. Contributed to the progress of 98 projects and courses.
2. Planned and proposed changes to accessibility processes.
3. Presented at a national conference.

Please list 2-3 areas of work in which you would like to improve, or skills you would like to learn:

1. Improve data gathering and analysis skills.
2. Utilize more evidence-based project management principles to improve workflows and collaborations.

### Step 2: Departmental Goals and Strategic Plan Alignment for 2020

Working with your supervisor, determine your departmental goals/strategic plan and how you can contribute to reaching this goal:

Advocate, promote, and offer trainings on emerging pedagogical practices in all teaching modalities with the aim of keeping up with a changing student body and market demands.

This will be met by staying current in the emerging and evolving areas of instruction and educational technology to promote, encourage and support innovative and engaging approaches that enhance the learning experience.

### Step 3: Develop your SMART Goal

What is your goal in one sentence? *Don't worry, it does not have to be SMART yet; you will do that next!*

Work with a faculty member to evaluate student experience in synchronous sessions using different techniques and tools.

S.M.A.R.T.	Questions to help you develop your goal into a SMART Goal...
<b>Specific</b>	Does your goal clearly and specifically state what you are trying to achieve? If your goal is particularly large or lofty, try breaking it down into smaller, specific SMART goals.
	Your Turn: Identify a courses that uses synchronous sessions. Survey students regarding their learning experiences in synchronous session. Report results and draw conclusions regarding the efficacy of the synchronous sessions and associated strategies and techniques.
<b>Measurable</b>	How will you (and others) know if progress is being made on achieving your goal? Can you quantify or put numbers to your outcome? How will you measure it?
	Your Turn: Each step forward will indicate progress with the ultimate indication being the results of the survey data and conclusions. This will be measured through a percentage of completion, as well as the reliability of the results of the study.
<b>Achievable</b>	What actions must you take to complete this goal? You will require the help of others? What factors may prevent you from accomplishing your goal?
	Your Turn: This will require partnering with various faculty members who run synchronous online sessions, developing a survey, disbursing the survey, analyzing the results, and reporting the conclusions. The help of faculty would be ideal. A lack of faculty partners would be a prevention of accomplishing my goal, as well as a low number of responses to the survey.
<b>Relevant</b>	Why is achieving this goal important to you and your job and/or department? What value will be achieving your goal add?
	Your Turn: This goal is important as it shows our constant evaluating of the tools that we use and how they are used. We can add to the knowledge base of the university as to best practices in teaching and learning with our specific student population.

Time-bound	When will you reach your goal? <i>Again, if your goal is particularly large, try breaking it down into smaller goals with appropriate incremental deadlines.</i>
	Your Turn: Identify faculty partners by June. Develop survey instrument by July. Disperse survey instrument to students to complete in October. Start data analysis in November. Report results in December.

**Step 4: Create an Action Plan**

What is the first step you must take to achieve your goal? *Feel free to create a more detailed step-by-step plan outside of this document.*

We need to identify potential faculty partners who teach synchronous sessions.

**Step 5: Determine Obstacles**

What obstacles do you anticipate as you work to reach your goal? How will you address the challenge(s) if they arise?

There is always the issue of not enough time and resources. This can be combatted by communicating my workload to my supervisors and carving out specific time for this.

**Congratulations on creating a SMART goal!**

Supervisors and Employees should each retain a copy of this SMART Goal and check in together on progress, achievements, and obstacles. When you've met your goal, be sure to share your supervisor and celebrate your success!