

Performance Goal Checklist

According to goal setting theory by Edwin Locke and Gary Latham, many of the goals we pursue are what are called “performance goals,” which means that we have pursued and successfully achieved those goals before. This means that we can generally identify the same steps we need to take to succeed again, and in what order, to be able to set a metric of progress, a specific outcome, and the date by which that outcome can be achieved. Locke and Latham found that best results always came from setting “challenging and specific goals,” which means goals that are not easily accomplished with a minimum of effort and relative certainty that the goal can be reached.

Some tactics might change slightly to accommodate a new workplace, an updated process or slightly different materials to be used, for example, but a performance goal checklist ought to be usable by others in the event you cannot perform the task yourself. The best checklists are not overly detailed, but contain the most important steps of completion. How someone performs the steps might vary, but the building blocks of accomplishment should remain the same.

Since some aspects of the performance goal might be a bit different from the last time you pursued this goal, the BRIDGE framework is helpful in ensuring that you’ve thought through every step that will be taken and that might have changed. Ask yourself:

- ✓ **Brainstorming:** Is there a new or better way to accomplish this goal?
- ✓ **Relationships:** Who will you need to assist you, if anyone, and is this different from the last time?
- ✓ **Investment:** Will it cost more from any standpoint – money, time, character strengths, effort, or learning than it did before?
- ✓ **Decisions:** Will you use the same tools and methods to decide if something needs to be tweaked or halted? Can your own process improve?
- ✓ **Good Grit:** Will this require more effort than before? What parts of good grit need to be improved – humility, perseverance, passion, persistence or patience?
- ✓ **Excellence** – Are you shooting for the best possible standards for outcomes? Is this different from the standards you used before?

As you create your checklist, list every step, including what metrics need to be used to gauge progress towards the best outcome. Always make sure that this list could be easily followed by someone other than yourself. Add any notes below to clarify an instruction or explain a measurement. Remember: the checklist ought to be so clear that these extra notes are kept to a minimum, but if they will impact safety or the excellence of the final product, please include them here.

CHECKLIST

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