

# Identifying Work Priorities And Setting Verifiable Goals

## Overview

People today often take on many different kinds of jobs and responsibilities – cross-functional, project related, short duration, and long term. Work may come from many sources, and the performance leader must step in from time to time and help people answer two questions:

- What should be my high-priority responsibilities?
- How will I—and others—know how well I’m performing them?

This unit consists of two closely related processes. The first helps people to prioritize their work according to the key results the organization is trying to achieve. The second process, goal setting, begins where the first leaves off. Participants learn a common-sense approach that helps them to formulate clear goals, add objective terms so they can verify results, and limit goals to those with high payoffs for the entire organization.

## LEARNING OBJECTIVES

### PART I: IDENTIFYING WORK PRIORITIES

- Rate and rank work responsibilities based on the organizational contribution.
- Identify options for handling high-priority responsibilities that may go undone.
- Successfully use the Key Actions to help identify work priorities.

### PART II: SETTING VERIFIABLE GOALS

- Describe ways to use goal setting as a leadership tool.
- Translate high-priority responsibilities into intended outcomes with verifiable terms.
- Successfully use the Key Actions to help set verifiable goals.

### PARTS I AND II

Recognize opportunities to use these processes as part of continuing communication with others about priorities and goals.

## KEY ACTIONS

- Develop a list of work responsibilities
- Review and revise the list.
- Rate each responsibility based on its organizational contribution.
- Rank responsibilities in order of priority.
- Make adjustments as needed.



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### TYPICAL TIME INVESTMENT

Time commitment varies. Please discuss with your certified Achieve Global Facilitator or the Authorized Distribution Partner. (4+ hours)