TOOL 3

Goal Alignment Worksheet

PURPOSE: *Check that a goal aligns vertically to company strategy and horizontally across the team before you commit to it.*

Employee: *Enter name*	**Manager:** *Enter name*	**Date:** *MM/DD/YYYY*

INDIVIDUAL GOAL

Goal under review	*Write the goal exactly as it is currently stated*

1. COMPANY CONNECTION

Which company objective does this support?	
How does it contribute?	

2. TEAM CONNECTION

Which team priority does this support?	
How does it help the team succeed?	

3. INDIVIDUAL GROWTH

What will this person learn or develop?	
How does this advance their career goals?	

4. CROSS-TEAM COORDINATION

Which other teams does this affect?	
Have you coordinated with them?	*Who, when, and what was agreed*

5. RESOURCE REALITY CHECK

Do they have the resources needed?	

What support is required?	*From you, from other teams, budget, tools, time*

VERDICT

Keep, refine, or drop?	*If any check above was hard to answer, note what needs to change*

> **Watch-Out:** If you can’t clearly answer these questions, the goal may need refinement. A goal that doesn’t connect upward or sideways will be the first thing dropped when the quarter gets busy.