



Virtual First: Effectiveness Kit

FAST goals worksheet

Pick a goal to workshop. Then, follow the steps below. (Don't forget to use plain language.)

1. Make it inspiring

Think 70%—not 30% or 100%—likely to achieve.

2. Add tactics and metrics

Three concrete things you'll do to achieve your goals—and how you'll measure success.

3. When will you discuss?

Weekly? Monthly?
In a team meeting?

4. How will you share?

At an org-wide meeting, in a goal-tracker like Ally.io?

5. Whose help do we need?

In business speak: Who are your "cross-functional dependencies"?

1. _____

2. _____

3. _____