Objectives and Desired Key Results

1. Responsible Team Member(s): ____________________________________________________

2. Circle the Strategic Goal Focus:       Health – Connections – Learning – Operations

3. The Objective: (concrete and action-oriented; may be operational, programmatic, or learning-focused)
   ____________________________________________________________________________

4. The Key Results: (i.e., measurable/observable outcomes when achieved indicate objective is met.)
   KR1: __________________________________________________________________________
   KR2: __________________________________________________________________________
   KR3: __________________________________________________________________________
   KR4: __________________________________________________________________________

5. Start Your Action Plan: Describe how you or a team will achieve the objective. What’s the initiative? Who are the team members, partners, and other stakeholders?
   Needed Initial Steps:
   A. 
   B. 
   C. 

Results and Closing the Loop

6. Results
   Key Result 1: 
   Key Result 2: 
   Key Result 3: 
   Key Result 4: 

7. Analyses [Was the outcome achieved? What was learned? Provide a narrative.]

8. What decisions, action plans, or initiatives resulted from this assessment?
Student Affairs Goal Setting Guide

Discussion and Follow-up Tracking

You may use the signature lines below to track submissions, follow ups, and other conversations related to this guide. Part of closing the loop is to discuss results with your supervisor and adjust plans as needed.

Discussion Date: __________________

Discussion Topic: select all that apply
A) OKR selection, phrasing, and targets
B) Preliminary results
C) Final results
D) The response (action plans)

Discussion participants/signatures: ____________________________
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