

# SETTING EFFECTIVE OBJECTIVES TOOLKIT

These resources will provide you with guidance on how to write effective objectives, including the opportunity for you to review the objectives you currently set for your team.

If you require this document in an alternative format please contact [hrhelpline@ed.ac.uk](mailto:hrhelpline@ed.ac.uk)

## SETTING GOALS AND OBJECTIVES

This how to guide will introduce you to the importance of goal and objective setting and how to do it effectively.

(4 mins)



## A GUIDE TO GREAT GOAL SETTING

This short animated video offers five handy hints to help you set goals effectively.

(3 mins)



## INTRODUCING PERSONAL BUSINESS OBJECTIVES

This article talks about the importance of making sure personal objectives relate to the overall objectives of the organisation.

(1 min)



## SETTING PERSONAL BUSINESS OBJECTIVES

This exercise is intended to help you draft relevant, measurable and helpful business objectives for your role.

(50 mins)



## HELPING YOUR TEAM TO SET OBJECTIVES

This how to guide will offer some suggestions to help you guide your team through objective setting.

(3 mins)



## ALIGNING OBJECTIVES TO STRATEGY

This article outlines the importance of ensuring there is clear sight between individual performance objectives and the organisation's strategic plan.

(3 mins)



## CAN I SEE THE BIGGER PICTURE

This exercise is designed to help you understand the real purpose of your role and make sure your efforts underpins the aims and objectives of the University.

(30 mins)



## STRATEGY 2030

This is the University's Strategy page, giving a summary of the values, strategic priorities and aspirations of the new strategic plan.

(20 mins)

