



Goal Cascading

Teams perform more effectively when its goals are aligned with organizational objectives and each individual understands how he or she contributes to the team's success. This alignment process is called "Goal Cascading" and it can be accomplished with a very simple tool. Each supervisor should facilitate a goal cascading session with their department to align their team's goals with the strategic plan. See **page 2** for a simple goal cascading worksheet.

Step	Action
1	Clarify mission, vision, and values. Discuss the organization's mission, vision, and values with the team. Ask for examples of actions, initiatives, or accomplishments that can illustrate the meaning of each one.
2	Share the strategic plan. Share and discuss the strategic plan with the team. If one does not exist, spend time clarifying the department's vision or purpose.
3	Share or create strategic initiatives with the team. Discuss strategic initiatives that affect your team. If they do not exist, determine what Key Result Areas (KRAs) will allow your team to have the greatest impact on the company. This ensures the department's activities are aligned with the organization's strategic direction.
4	Create a SMART goal for each Strategic Initiative. Develop a goal for each Strategic Initiatives that represents success in that area. The goals should follow the SMART model: Specific, Measurable, Attainable, Relevant, and Time-bound.
5	Develop an action plan for each SMART goal. The team should develop an action plan for accomplishing each SMART goal. Each action should have a clear owner and due date. (This has the added benefit of clarifying the contributions expected from each individual.)



Goal Cascading Worksheet

	Strategic Initiative	SMART Goal	Action Plan (Action, Due Date, Owner)
1			
2			
3			
4			
5			