mimansa
RESEARCH & ADVISORY

TOOLKIT · GOAL LINK KIT

Goal Quality Check



Use one sheet per goal. Two or more misses means rewrite it.

NAME AND ROLE

e.g. Meera S., payroll lead

GOAL AS WRITTEN

e.g. Cut payroll errors to 10 a month by March

IS IT LINKED?

- [ ] It names one business number.
- [ ] That number is checked in a business review.
- [ ] The number has an owner outside HR.
- [ ] Today's number is written down.

IS IT CLEAR?

- [ ] It has a target and a date.
- [ ] It has four quarter milestones.
- [ ] The person can move the number with their own work.
- [ ] A stranger could tell if it was met.

VERDICT

○ Keep ○ Fix ○ Drop

WHAT TO CHANGE

If no one checks the number, the goal will be forgotten.

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