

How to set Goals?

Welcome to the New AIESEC HUB



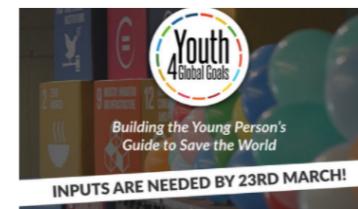
A NEWS

Search



Global Board Chair 17.18
Applications launched

MAY 13, 2017



The Young Person's
Guide to Saving the World

MAY 13, 2017



Are you the next #PRStar?

MAY 13, 2017



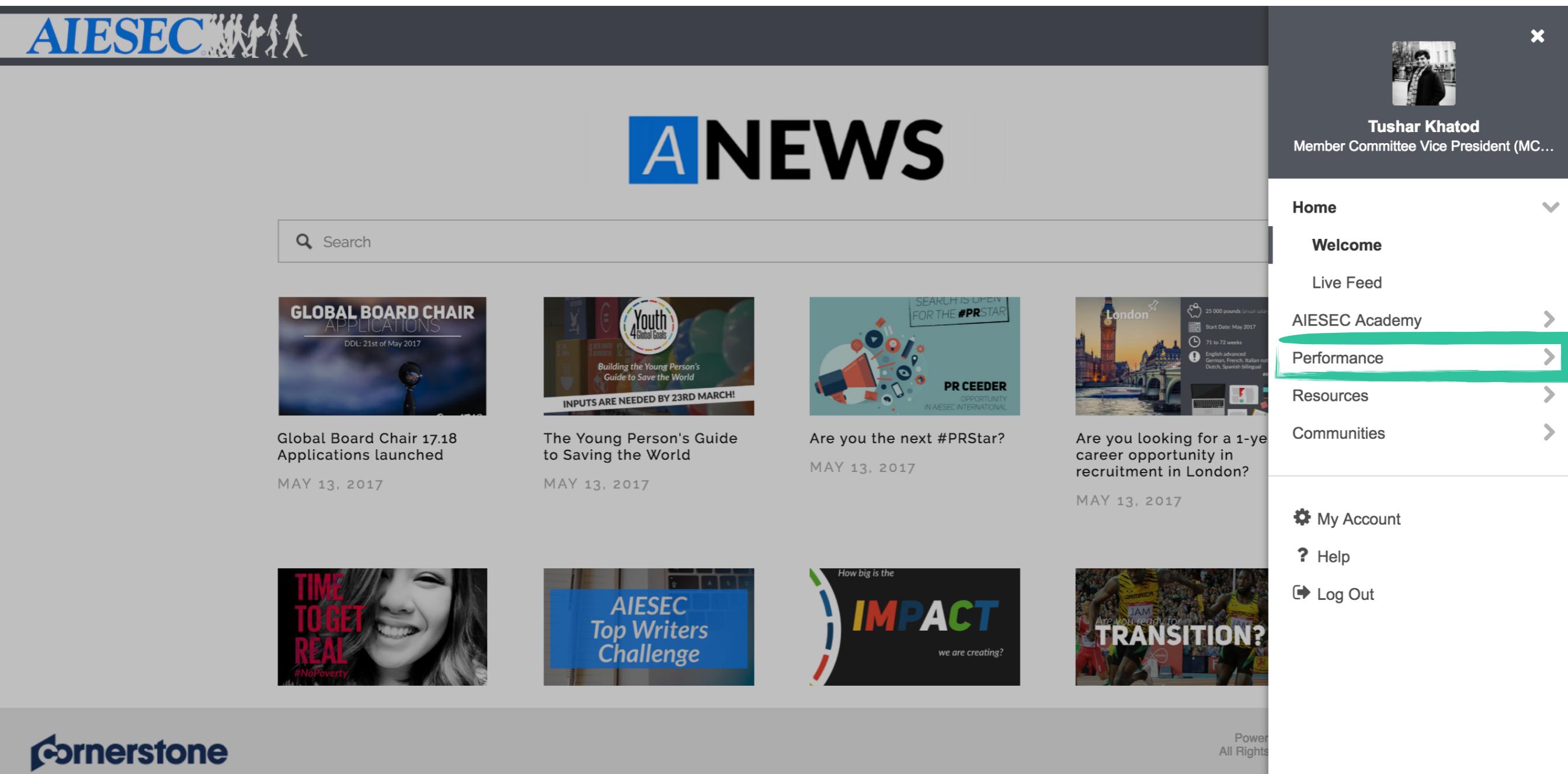
Are you looking for a 1-year
career opportunity in
recruitment in London?

MAY 13, 2017



How to set Goals?

To set goals click on Performance on the Menu Bar and under it you'll see Goals



The screenshot shows the AIESEC ANEWS website. At the top, the AIESEC logo is visible. The main header reads "ANEWS". On the right side, there is a profile picture of a man and the text "Tushar Khatod Member Committee Vice President (MC...)" with a close button "x". Below the header, there is a search bar with a magnifying glass icon and the word "Search". The main content area displays several news items:

- GLOBAL BOARD CHAIR APPLICATIONS** (DDL: 21st of May 2017) - Global Board Chair 17.18 Applications launched (MAY 13, 2017)
- The Young Person's Guide to Saving the World** (INPUTS ARE NEEDED BY 23RD MARCH!) - The Young Person's Guide to Saving the World (MAY 13, 2017)
- SEARCH IS OPEN FOR THE #PRSTAR** - PR CEEDER OPPORTUNITY IN AIESEC INTERNATIONAL (Are you the next #PRStar? MAY 13, 2017)
- Are you looking for a 1-ye career opportunity in recruitment in London?** (Are you looking for a 1-ye career opportunity in recruitment in London? MAY 13, 2017)
- TIME TO GET REAL #NoPoverty** - TIME TO GET REAL #NoPoverty
- AIESEC Top Writers Challenge** - AIESEC Top Writers Challenge
- How big is the IMPACT we are creating?** - How big is the IMPACT we are creating?
- Are you ready for TRANSITION?** - Are you ready for TRANSITION?

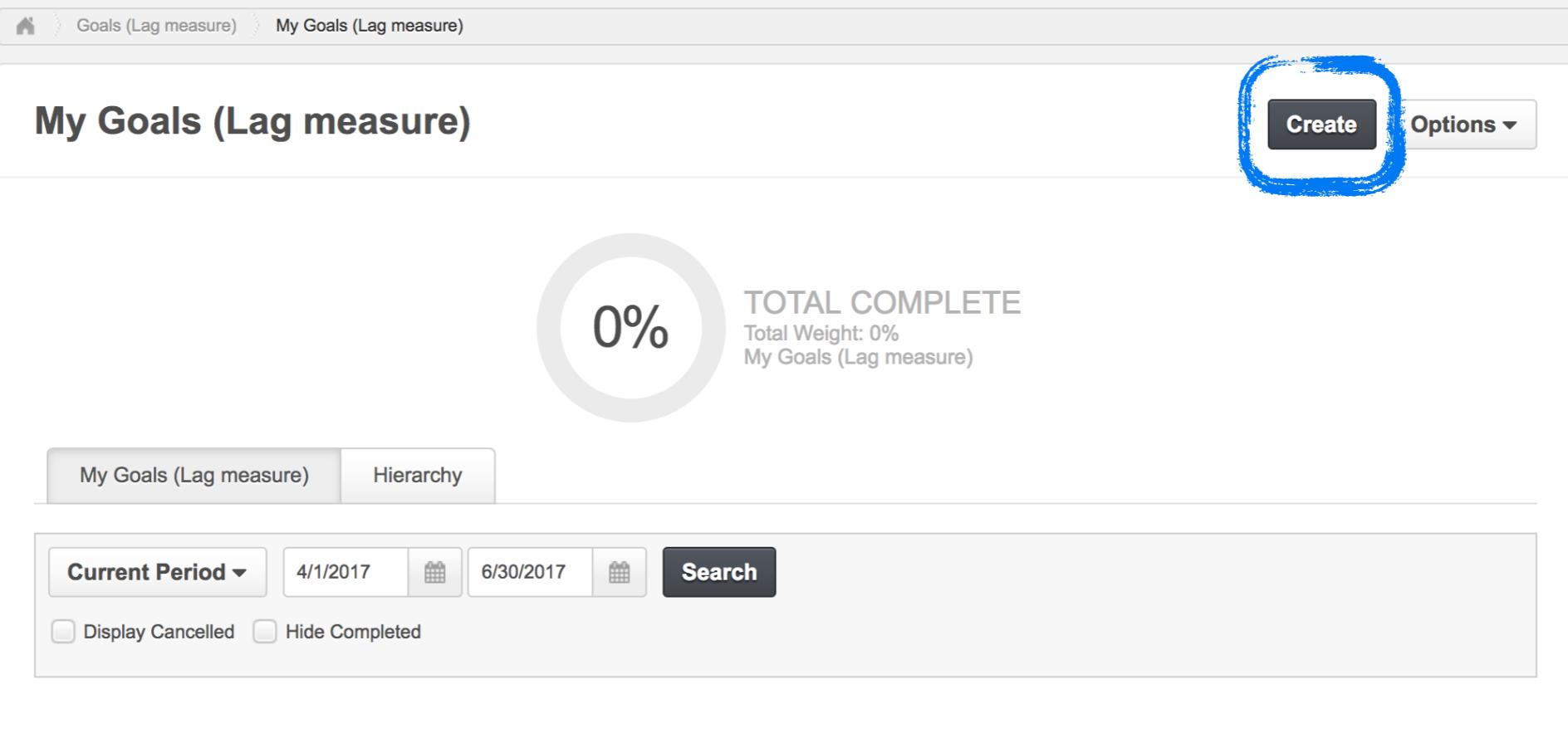
On the right side, there is a vertical navigation menu with the following items:

- Home
- Welcome
- Live Feed
- AIESEC Academy
- Performance** (highlighted with a green box)
- Resources
- Communities
- My Account
- Help
- Log Out

At the bottom left is the Cornerstone logo, and at the bottom right is the text "Power All Rights".

How to set Goals?

This is the Goals page. Here you can create your End Goal. To create a Goal you can click on Create.



The screenshot shows the AIESEC Goals (Lag measure) page. At the top, there is a navigation bar with the AIESEC logo and search/option icons. The main title is "My Goals (Lag measure)". Below the title, there is a large circular progress indicator showing "0%" and the status "TOTAL COMPLETE". To the right of the progress indicator, there are buttons for "Create" and "Options". The "Create" button is highlighted with a large blue circle. Below the progress indicator, there are tabs for "My Goals (Lag measure)" and "Hierarchy", and a search bar with filters for "Current Period" (4/1/2017 to 6/30/2017), "Search", and checkboxes for "Display Cancelled" and "Hide Completed".

How to set Goals?

Create Goals (Lag measure)

Enter details of your goals, use the SMART goal setting template or choose and modify a pre-set goal template from the Library.

All fields marked ** are required

Title *

Title

Description



Start Date

4/1/2017

Due Date *

6/30/2017

Weight *

0

AIESEC 2020 contribution *

Select options

Tasks (Lead measure) * and Targets (Lead measure)

Add Tasks (Lead measure) or Targets (Lead measure)

Visibility

Allow other users to see and align

Assignment *

Select which team member(s) this goal should be assigned to.

Yourself Custom Assignment

Wizard Library

Alignment

Not currently aligned

Align

This is the page to Create a Goal.

To create a goal first you need a Title for the Goal

The title needs to be definitive as this is your end goal and all the tasks and targets will lead up to achieving this goal

How to set Goals?

Create Goals (Lag measure)

Enter details of your goals, use the SMART goal setting template or choose and modify a pre-set goal template from the Library.

All fields marked ** are required

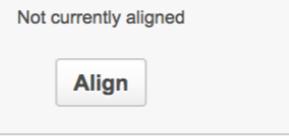
Title *

Title

Description



Alignment



Start Date

4/1/2017

Due Date *

6/30/2017

Weight *

0

AIESEC 2020 contribution *

Select options

Tasks (Lead measure) * and Targets (Lead measure)

Add Tasks (Lead measure) or Targets (Lead measure)

Visibility

Allow other users to see and align

Assignment *

Select which team member(s) this goal should be assigned to.

Yourself Custom Assignment

Cancel

Save as Draft

Submit

A goal that is set needs to have a clear description.

A description for a goal explains the goal in detail.

The Goal will also require a definitive :

- Start Date - When the Goal Period begins
- Due Date - The Last date, by when the goal needs to be achieved.

How to set Goals?

Create Goals (Lag measure)

Enter details of your goals, use the SMART goal setting template or choose and modify a pre-set goal template from the Library.

All fields marked ** are required

Title *
Title

Description
B I U S |  ABC

Alignment
Not currently aligned
Align

Start Date 4/1/2017 **Due Date *** 6/30/2017 **Weight *** 0

AIESEC 2020 contribution *
Select options

Tasks (Lead measure) * and Targets (Lead measure)
Add Tasks (Lead measure) or Targets (Lead measure)

Visibility
 Allow other users to see and align

Assignment *
Select which team member(s) this goal should be assigned to.
 Yourself Custom Assignment

Cancel Save as Draft Submit



A weight of a Goal defines the worth of the Overall Goal.

For example if I am an EP Manager my Goals can be :

Fulfilling Standards
Number of Approvals

Now the weight of both my Overall ends goals can be 50 - 50.

The weight of a goal is only to measure the overall contribution and track the same.

How to set Goals?

Create Goals (Lag measure)

Wizard Library

Enter details of your goals, use the SMART goal setting template or choose and modify a pre-set goal template from the Library.

All fields marked ** are required

Title *

Description

B I U S | Ix **RBC**

Alignment

Not currently aligned

Align

Start Date

4/1/2017

Due Date *

6/30/2017

Weight *

0

AIESEC 2020 contribution *

Select options

Tasks (Lead measure) * and Targets (Lead measure)

Add Tasks (Lead measure) or Targets (Lead measure)

Visibility

Allow other users to see and align

Assignment *

Select which team member(s) this goal should be assigned to.

Yourself Custom Assignment

Cancel **Save as Draft** **Submit**

The AIESEC 2020 Contribution is for you to choose, how does this goal contribute towards the AIESEC 2020 goals

You can also set tasks and Targets for each goal. To set a task and target click on the button under it

How to set Goals?

All fields marked "*" are required

Add Tasks (Lead measure) or Targets (Lead measure)

Description

This is a goal item product.

Start Date * Due Date * Weight *

Start Date: 4/1/2017 Due Date: 6/30/2017 Weight: 0 %

Include Target

Type Start Value Target

For the progress of this target, include results from employees aligning with this goal and inheriting this target.

Cancel Done

Tasks (Lead measure) * and Targets (Lead measure)

Description: 10 Approved Start Date: 4/1/2017 Due Date: 6/30/2017 Weight: 0 %

Add Tasks (Lead measure) or Targets (Lead measure)

When you click on the Add Tasks or targets you will see this pop up window.

To add tasks follow the steps :

- Enter a description for your task or target
- Choose the start date and due date for the same
- Describe the weight of the task
- Enter the start value, the start value being the current/present achievement

How to set Goals?

Create Goals (Lag measure)

Enter details of your goals, use the SMART goal setting template or choose and modify a pre-set goal template from the Library.

All fields marked ****** are required

Title *
Number of Approvals

Description


This is a goal template for all Exchangers/Operations for Number of Approvals achieved in your product.
The number of approvals is the overall end goal.
The Tasks or Targets mentioned under will lead upto the number of approvals being achieved.
Tasks can range from University Relations to Social Media Campaigns.

Alignment
Not currently aligned
Align

Start Date 4/1/2017 **Due Date *** 6/30/2017 **Weight *** 40

AIESEC 2020 contribution *
Growing disruptively

Tasks (Lead measure) * and Targets (Lead measure)
Add Tasks (Lead measure) or Targets (Lead measure)

Visibility
 Allow other users to see and align

Assignment *
Select which team member(s) this goal should be assigned to.

This is an example of how to fill a goal.

Here the goal is Number of Approvals

How to set Goals?

Create Goals (Lag measure)

Enter details of your goals, use the SMART goal setting template or choose and modify a pre-set goal template from the Library.

All fields marked ** are required

Title *

Number of Approvals

Alignment

Not currently aligned

Align

Description



This is a goal template for all Exchangers/Operations for Number of Approvals achieved in your product.

The number of approvals is the overall end goal.

The Tasks or Targets mentioned under will lead upto the number of approvals being achieved.

Tasks can range from University Relations to Social Media Campaigns.

Start Date

Due Date *

Weight *

4/1/2017



6/30/2017



40

AIESEC 2020 contribution *

Growing disruptively

Tasks (Lead measure) * and Targets (Lead measure)

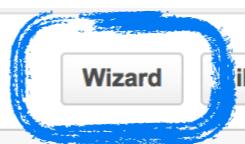
Add Tasks (Lead measure) or Targets (Lead measure)

Visibility

Allow other users to see and align

Assignment *

Select which team member(s) this goal should be assigned to.



How to Create Goals by using the Wizard to set smart goals?

Click on the Wizard button next to the library

SMART GOALS:

S Specific

M Measurable

A Achievable

R Relevant

T Time-based

How to set Goals?

What are Smart Goals?

SMART GOALS:

S

Specific

M

Measurable

A

Achievable

R

Relevant

T

Time-based

Specific

The goal that is set needs to be to the point, it has to comprise of specific targets and descriptions

How to set Goals?

This is the Wizard to set Smart Goals. Once you click on the wizard button on the top right next to Library, you will see this pop up window

Create Goals (Lag measure)

Wizard Library

Wizard

Specific Measurable Actionable Relevant Timely

Goals (Lag measure) should be straightforward and specific in their description. Specificity has greater impact and increases the likelihood of the goals (lag measure) being accomplished.

Title *

Number of Approvals

Description

This is a goal template for all Exchangers/Operations for Number of Approvals achieved in your product.

The number of approvals is the overall end goal.

The Tasks or Targets mentioned under will lead upto the number of approvals being achieved.

Paragraphs: 4, Words: 50

Cancel Continue

How to set Goals?

After clicking on Continue, you will see your goal and here you can set your targets.

Wizard



Specific



Measurable



Actionable



Relevant



Timely

Number of Approvals

Establishing concrete, objective criteria for measuring the Goals (Lag measure) creates benchmarks for achievements. Setting these measurements will help keep the Goals (Lag measure) on track.

Add Targets (Lead measure)

Cancel

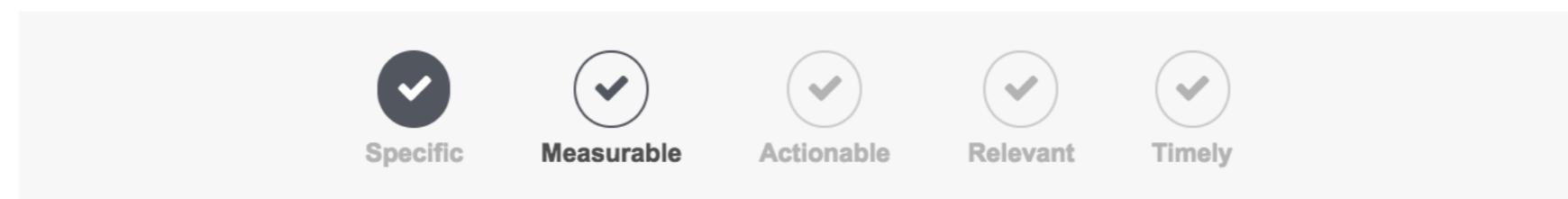
Back

Continue

How to set Goals?

When you click on add targets you will see this space where you can fill in the description of your target, set the type which can be in currency, number etc and set the weight of the target that will describe the contribution of the target towards the overall goal

Wizard



Description *

Convert leads into 20 approvals

Weight *

10

Type *

Number

Start Value *

0.0

Target *

20.0

For the progress of this target, include results from employees aligning with this goal and inheriting this target.

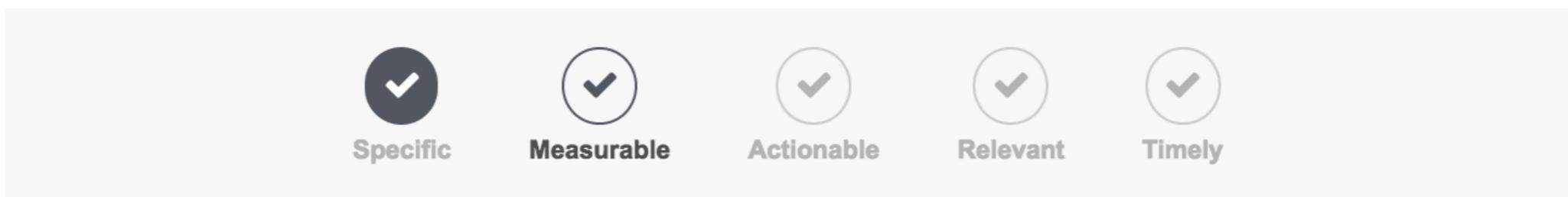
Cancel

Back

Continue

How to set Goals?

After saving your target it will look something like this. Now you can click on continue to move to the next page of setting your smart goals



Number of Approvals

Establishing concrete, objective criteria for measuring the Goals (Lag measure) creates benchmarks for achievements. Setting these measurements will help keep the Goals (Lag measure) on track.

Add Targets (Lead measure)

	Convert leads into 20 approvals	Start Value 0.0	Target 20.0	 
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<input type="button" value="Cancel"/>	<input type="button" value="Back"/>	<input type="button" value="Continue"/>
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How to set Goals?

You will now reach this page where you can enter your tasks that will contribute towards achieving the overall goal that you've set

Wizard

×



Specific



Measurable



Actionable



Relevant



Timely

Number of Approvals

In addition to objective measurements, dividing large Goals (Lag measure) into smaller subjective measurements will help make the Goals (Lag measure) more attainable.

Add Tasks (Lead measure)

Cancel

Back

Continue

How to set Goals?

After selecting add tasks, you can now enter the description for the same and mention the weight of the task that will contribute towards achieving the main goal

Wizard ×

 Specific  Measurable  Actionable  Relevant  Timely

Number of Approvals

In addition to objective measurements, dividing large Goals (Lag measure) into smaller subjective measurements will help make the Goals (Lag measure) more attainable.

 **Description ***
Class to Class pitching in 3 Universities

Weight *
10

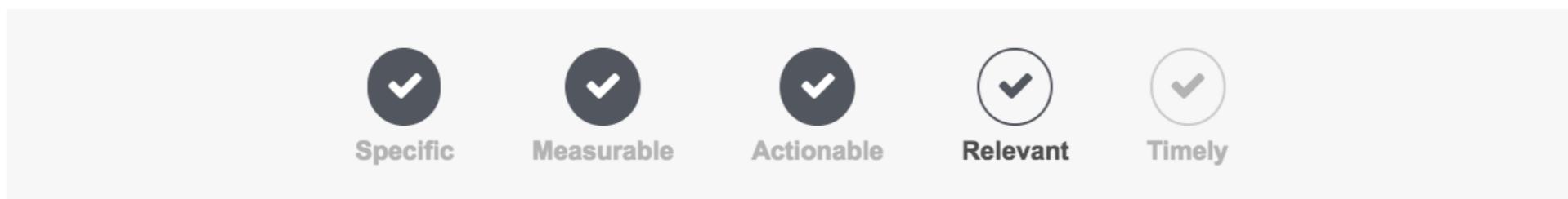
Cancel Save

Cancel Back Continue

How to set Goals?

After clicking on continue, you can select how relevant your goal is towards achievement of the AIESEC 2020 goals. You can also select which goal it is relevant to and the weight of the same

Wizard



Number of Approvals

Tying the goals (lag measure) to your success in a specific area, as well as weighting the importance of the goals (lag measure), will build your commitment to prioritizing and achieving them.

AIESEC 2020 contribution *	Weight *
Growing disruptively	40 %

Cancel

Back

Continue

How to set Goals?

After clicking on continue from Relevant, you will see the timely page which defines the start date and the due date of your goal. The start date defines the date when the goal begins and the due date defines by when the goal needs to be achieved

Wizard

Specific Measurable Actionable Relevant **Timely**

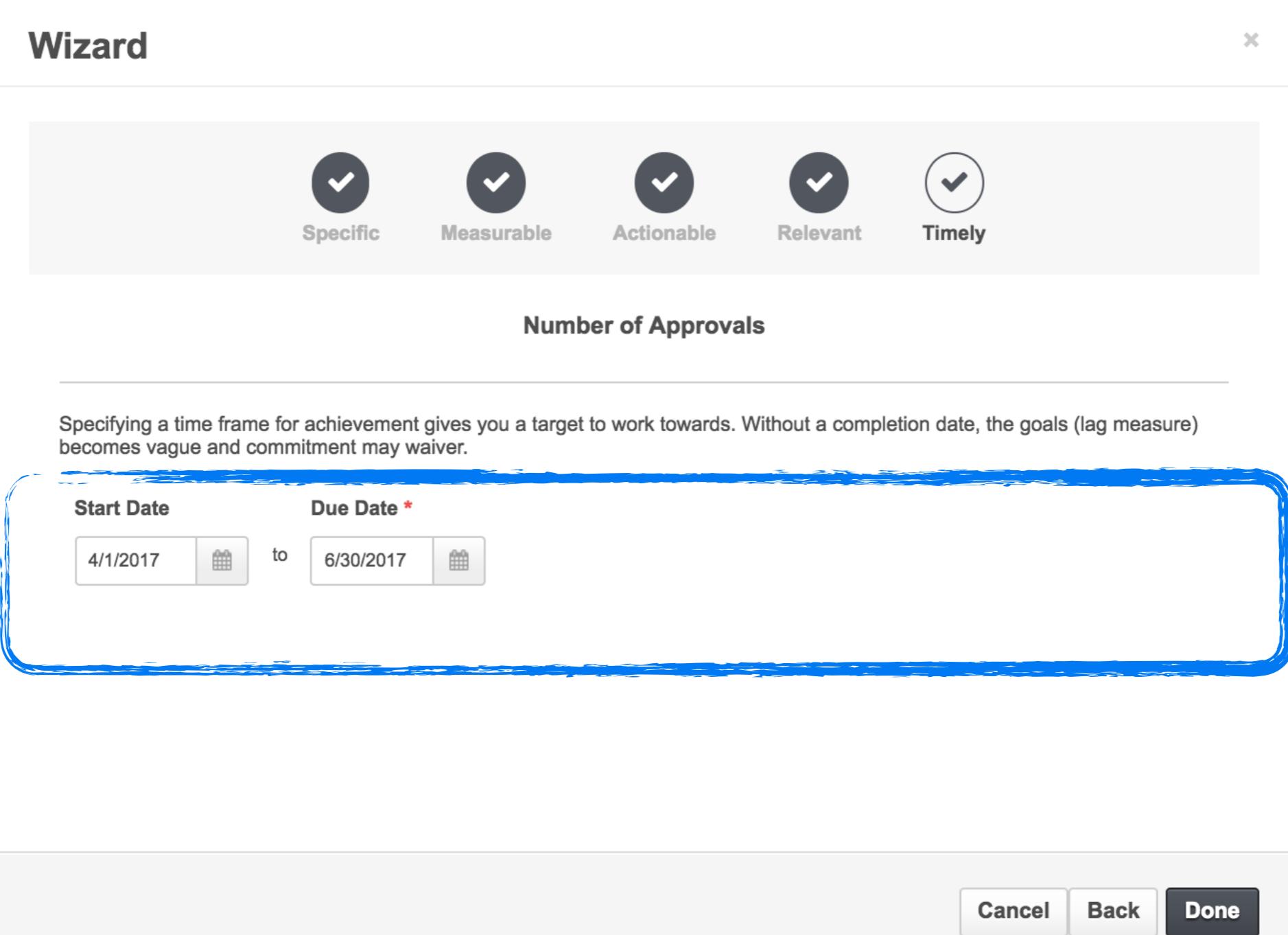
Number of Approvals

Specifying a time frame for achievement gives you a target to work towards. Without a completion date, the goals (lag measure) becomes vague and commitment may waiver.

Start Date **Due Date ***

4/1/2017 to 6/30/2017

Cancel **Back** **Done**



How to set Goals?

Edit Goals (Lag measure)

Enter details of your goals, use the SMART goal setting template or choose and modify a pre-set goal template from the Library.

All fields marked "*" are required

Title *

Number of Approvals

Description

B **I** **U** **S** **T_x** **ABC**

This is a goal template for all Exchangers/Operations for Number of Approvals achieved in your product.

The number of approvals is the overall end goal.

The Tasks or Targets mentioned under will lead upto the number of approvals being achieved.

Tasks can range from University Relations to Social Media Campaigns.

Start Date

4/1/2017

Due Date *

6/30/2017

Weight *

40

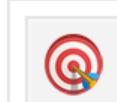
AIESEC 2020 contribution *

Growing disruptively

Tasks (Lead measure) * and Targets (Lead measure)



Description:
Class to Class pitching in 3 Universities



Description:
Convert leads into 20 approvals

Target:
20.0

Add Tasks (Lead measure) or Targets (Lead measure)

Visibility

Allow other users to see and align

Comments

Add Comment

Wizard Options ▾

Alignment
Not currently aligned
Align

Total Weight: 100%

Start Date:
4/1/2017

Due Date:
6/30/2017

Weight:
50 %

Start Date:
4/1/2017

Due Date:
6/30/2017

Weight:
50 %

Cancel Submit

This is the page that you'll see when you click on done. That is a requirement, all your tasks and targets need to lead upto 100% of goal achievement without which you will not be able to submit the Goal.

You can either fill it individually on the main page or click on wizard and fill the same.

Notice how the tasks and targets calculate to a total of 100%.

Now you can click on Submit

How to set Goals?

After clicking on submit you will be directed to this page that shows you your overall goal achievement. If you have achieved a part of the goal you can update it by clicking on the arrow on your goal that will show you a drop down box

My Goals (Lag measure)

Create **Options ▾**

0% **TOTAL COMPLETE**
Total Weight: 40%
My Goals (Lag measure)

My Goals (Lag measure) **Hierarchy**

Current Period ▾ **4/1/2017** **6/30/2017** **Search**
 Display Cancelled Hide Completed

My Goals (Lag measure)

0% **Number of Approvals**
Status: In progress Due Date: 6/30/2017 Weight: 40% 

How to set Goals?

My Goals (Lag measure)

Create

Options ▾



TOTAL COMPLETE
Total Weight: 40%
My Goals (Lag measure)

My Goals (Lag measure)

Hierarchy

Current Period ▾

4/1/2017



6/30/2017



Search

Display Cancelled Hide Completed

My Goals (Lag measure)

26% Number of Approvals

Status: In progress Due Date: 6/30/2017 Weight: 40%

Description:

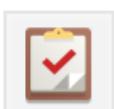
This is a goal template for all Exchangers/Operations for Number of Approvals achieved in your product.

The number of approvals is the overall end goal. [read more](#)

Start Date: 4/1/2017

AIESEC 2020 contribution: Growing disruptively

Tasks (Lead measure) & Targets (Lead measure)



Description:
Class to Class pitching in 3 Universities

Start Date:
4/1/2017 Due Date:
6/30/2017 Weight:
50% Progress:
2



Description:
Convert leads into 20 approvals

Target:
20.0

Start Date:
4/1/2017 Due Date:
6/30/2017 Weight:
50% Actual:
10

Comments

Add Comment

Last Saved at 12:55 PM

Close

By entering the current status of your goal achievement (completion of tasks status & target vs achieved) you will be able to track the completion of your overall goal