

Target Grid

Objective: clarify expectations, responsibilities and accountability to align and motivate employee performance

Objectives (listed below in blue) should do more than point in a general direction; they should provide specifics including limits or criteria. These should be communicated in terms of Essential (E) and Flexible (F). Keep in mind this tool is designed to be used to encourage clarity through conversation, not a one-sided directive. Open-ended questions will encourage others to think for themselves and will generate additional insights and conversation. Too little information and the employee may be confused about what is expected; too much and the person may feel micromanaged. The tool is especially helpful during times of change.

Considerations for limits to be shared:

Quantities amounts of product/service desired

Schedules timelines/deadlines

Resources money