

AACORA

**Executive
Goal-Setting
Action Plan**

Note: this is a fillable PDF



Goodbye, Generic Goals

This is not your average SMART goal template. Designed specifically for high-level leadership, we've integrated executive strategy, goal setting and progress tracking into one comprehensive action plan. With a streamlined, step-by-step approach that includes prompts for reflection and accountability, you can easily align your own leadership development with organizational priorities and team outcomes.

Say "goodbye" to generic and "hello" to clear, strategic executive goal setting.

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SECTION 1

Personal Leadership Goals



Leadership Development Goal



The Focus

Continuing to grow as a leader to meet the demands of your role and organization.



► My goal

Example: Improve executive presence in board meetings to influence more effectively.

► Why it matters

Tip: Consider different perspectives—why does it matter to you? Your team? Your organization?

► How I'll measure success

Tip: Think about your objectives to narrow down one or two tangible and relevant metrics for your goal.

► Key actions I'll take to achieve this goal

Tip: Stick to a few. Bullet points are fine but be specific and don't discount the small stuff! Day-to-day actions add up.

SECTION 1: PERSONAL LEADERSHIP GOALS

Leadership Development Goal

► Support/resources I need

Tip: Think people, technology, finances, capacity and time.

► Deadline

Tip: Push yourself toward progress but be realistic. Choose a timeline that fills you with motivation, not dread.

► Progress tracking

Tip: Keep in mind the scale of your goal, how you'll measure success and your key actions (e.g. monthly, quarterly).

◆ **Date:**

◆ **Outcome:**

◆ **Date:**

◆ **Outcome:**

◆ **Date:**

◆ **Outcome:**

◆ **Date:**

◆ **Outcome:**

SECTION 1: PERSONAL LEADERSHIP GOALS

Values & Well-being Alignment



The Focus

Staying grounded and avoiding burnout while driving high performance.

► Something I want to maintain or improve to support myself

Example: Create a work schedule that sustainably blends focused work, meetings and breaks to reset.

► Strategies I can use

Tip: Stick to a few. Bullet points are fine but be specific and don't discount the small stuff! Day-to-day actions add up.

► One habit that I commit to protecting weekly

Tip: A sustainable habit that will help you address that previously noted 'something' you want to maintain or improve.

► Date to reassess

Tip: Give yourself a little space to try things out so you can meaningfully reflect on your progress.

SECTION 2

Team Goals



The Focus

The most critical outcomes that your team must deliver, and how you'll develop and empower your people to get there.

Team Performance

► Team performance goal

Example: Increase team delivery speed by 20% without sacrificing quality.

► How this supports strategic objectives

Tip: Clearly outline the connection(s) between this goal and overall strategic objectives for your team/organization.

► Milestones

Tip: Think of key successes that would pave the way to achieving this goal.

◆ Milestone 1:

How I'll lead and support this milestone:

◆ Milestone 2:

How I'll lead and support this milestone:

◆ Milestone 3:

How I'll lead and support this milestone:

SECTION 2: TEAM GOALS

Team Culture/Capabilities

► Team culture or capability goal

Example: Improve psychological safety to foster innovation.

► How I'll measure impact

Tip: Think about one or two relevant metrics—can be qualitative or quantitative.

► What I'll do differently as a leader to support this

Tip: Think about tangible, realistic changes.

► Who I'll involve or delegate to

Tip: Be specific about the individual(s) and what they can take on to support this team goal.

► Check-in frequency

Weekly Monthly Quarterly

SECTION 3

Organizational Goals



The Focus



The contributions that you and your team are responsible for as part of your organization's broader vision.

Strategic Contribution

► Organizational contribution goal

Example: Launch two cross-functional initiatives that align with current annual growth targets.

► Strategic priority that it supports

Tip: List all organizational priorities impacted by this team goal.

► Risks/dependencies to manage

Tip: Create a clear list for each—nothing is too small to be noted.

Risks

Dependencies

SECTION 3: ORGANIZATIONAL GOALS

Strategic Contribution

► Allies/stakeholders to engage

Tip: Keep those risks and dependencies in mind when deciding who to engage with.

► Success criteria (outcomes)

Tip: Think about your objectives to narrow down one or two tangible and relevant outcomes to indicate success.

► Executive KPI tracking

Tip: Identify a metric and related measures for each success criteria (outcome) you previously identified.

◆ **Metric:**

◆ **Baseline:**

◆ **Target:**

◆ Progress updates

► Q1:

► Q2:

► Q3:

► Q4:

◆ **Metric:**

◆ **Baseline:**

◆ **Target:**

◆ Progress updates

► Q1:

► Q2:

► Q3:

► Q4:

SECTION 4

Leadership Check-in



The Focus



Creating structure to evaluate and adapt your leadership practice regularly.

Monthly Reflection Questions

- ▶ **What's a recent decision that I'm proud of?**

- ▶ **How have I recently missed the mark or acted out of alignment?**

- ▶ **Is there anything under my purview that could use an upgrade?**

(e.g. system, process, habit)

- ▶ **Who on the team needs my attention?**

(e.g. development, recognition, having a difficult conversation)

SECTION 4: LEADERSHIP CHECK-IN

Quarterly Accountability Questions

▶ **How are we doing with our goals?**

(i.e. which ones are ahead of schedule, on track or at risk and why)

▶ **What do I need to stop doing to make space for what matters?**

▶ **What feedback have I received or sought out this quarter?**

▶ **What impact have I had as a leader this quarter?**



SECTION 5

Executive Education



The Focus

Dedicated, executive-level professional development that will benefit you, your team and your organization.

Learning Commitments

▶ One new skill or mindset I'm developing

▶ One area I'm seeking mentorship or support in

▶ One decision-making principle I'm applying more rigorously

▶ One peer or stakeholder I'm building a stronger relationship with

Further Reading: Leadership and Goal-Setting

◆ **Measure What Matters** by John Doerr

Learn how the Objectives and Key Results (OKR) goal-setting framework can create alignment, focus and accountability across any organization.

◆ **The 4 Disciplines of Execution** by Chris McChesney

Explore a research-backed framework essential for helping teams and organizations move from strategy to action.

◆ **Essentialism: The Disciplined Pursuit of Less** by Greg McKeown

Find guidance for refocusing your leadership energy on what truly moves the needle.

◆ **Leadership on the Line** by Ronald Heifetz and Marty Linsky

Take a deep dive into leading adaptive change and staying resilient in the face of risk and resistance.

◆ **The Practice of Adaptive Leadership** by Ronald Heifetz, Alexander Grashow and Marty Linsky

Offers practical tools for navigating complexity, ambiguity and organizational resistance.

Workplace Coaching for Executive Leaders

Leaders at every level have unique needs. Arcora's workplace coaching solution can help. Our 1:1 virtual coaching is rooted in positive psychology and developed by world-leading coaching researchers. We support organizations by matching designated leaders with experienced professionals from our network of rigorously vetted, top-tier coaches.

It's personalized professional development that can support executives in these key areas and more!

Strategic growth & development

- ◆ *Business strategy*
- ◆ *Goal setting and achievement*
- ◆ *Long-term growth*

Effective leadership & team collaboration

- ◆ *Team development & management*
- ◆ *Mentoring others*
- ◆ *Conflict resolution*

Communication & interpersonal skills

- ◆ *Effective communication*
- ◆ *Intercultural communication & diplomacy*
- ◆ *Emotional intelligence*

Professional success & fulfillment

- ◆ *Career development*
- ◆ *Personal job satisfaction*
- ◆ *Promotion*

Change starts now.

Reach out to bring Arcora coaching into your organization.

