A guide to keeping your
company aligned

From
goal-setters
to go-getters

õfficevibe
by **G**Soft

1. Why keeping your company aligned is key

2. How objectives and key results come into play

3. How to make your goal checklist

4. How Officevibe can help

How getting your team aligned gets better results

No matter the size of your company, having a genuinely aligned team is a crucial factor in creating a comfortable environment to work in and successfully reach goals together.

When people are clear on where they fit in, their role, and how it all comes together, great things can happen.

This guide highlights how to get everyone aligned efficiently to work towards a common goal and deliver better results.
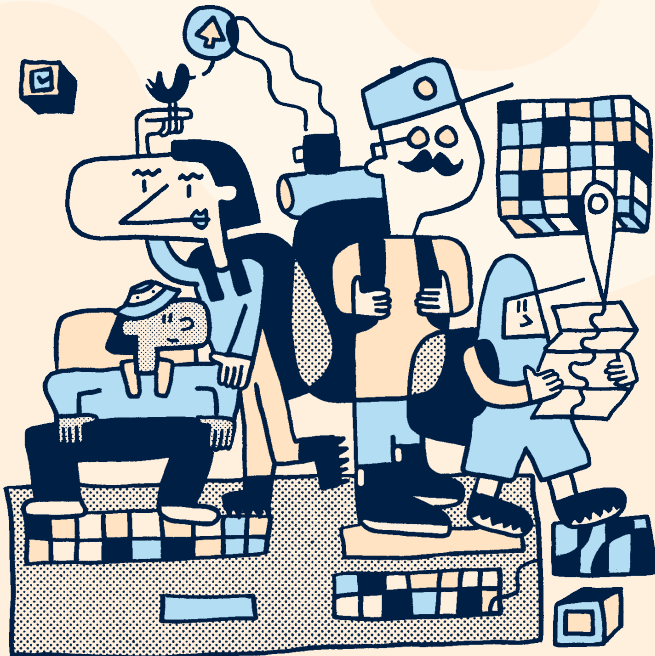
Why set goals?

Without a goal, we lack direction. By setting clear and achievable goals, you pave the way for action and success. Goal-setting helps you track and identify progress and keeps your team motivated when they see the results of the initiatives come to fruition.

How and when to get started

Getting started doesn't need to be a daunting task, and any time is a great time to get started. In fact, there are tools available to help guide you.

The SMART method can help you set goals that are Specific, Measurable, Attainable, Relevant, and Time-bound, while OKR (Objectives and Key Results) is another helpful system.

The following pages dive into the OKR goal-setting approach and how it can benefit your team and get everyone on the same path to success.

The power of OKR
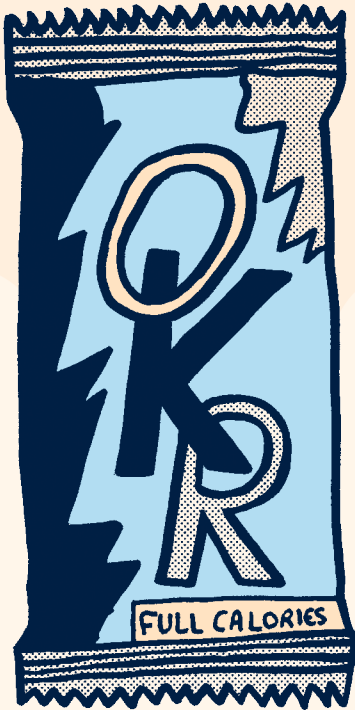
OKR is a goal system that creates alignment by setting measurable goals. When goals are measurable, they feel more realistic and attainable. Establishing goals for the team and individuals helps make sure everyone shares a collective vision and is moving in the right direction together.

It gets the team aligned

Aligning all your managers around key company practices and approaches gives your employees a consistent experience — no matter what team they're on.

It makes for a smoother experience

Sometimes employees change managers or teams. Giving everyone a centralized view of where the company is heading (and how they can get there!) makes this transition smoother as the shared goals remain the same.
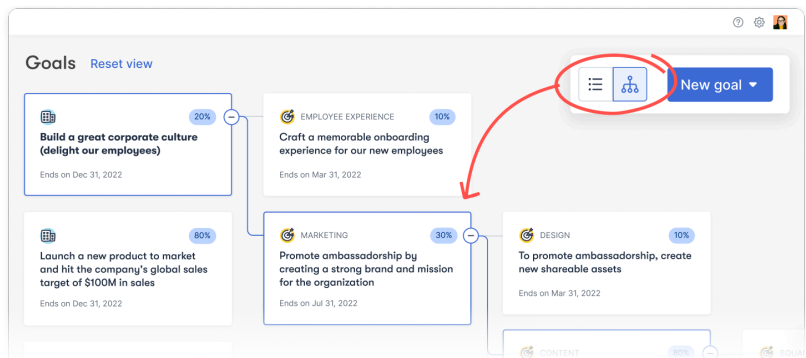
# Row in the same direction

It fosters a common vision

Even when people have different roles within the company, having a clear sense of how they can contribute gives direction and focus both as individuals and as a team. It helps everyone move in the same direction with the same priorities in mind.

It brings a sense of purpose

When employees can see how their individual work connects to the rest of the team's work at an organizational level, it opens the floor to more discussion around common objectives. And more communication makes for better connections between individuals and teams.

It creates clearer expectations

OKRs, one-on-one meetings, and employee engagement surveys not only avoid turnover, but they also optimize retention. Employees who have a clear purpose and see the tangible results of their work stay more motivated and happier with their job.
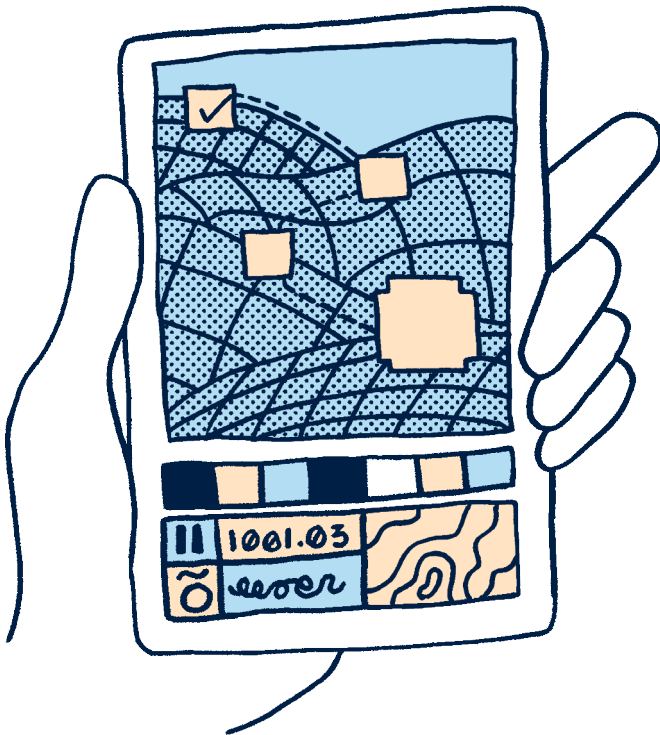
# Team alignment takes consistent effort.

Consistent effort makes for consistent results.

When it's time to define the goals

While no company or employee's goals are the same, there are some key things to keep in mind when setting goals for your team:

- Take a collaborative approach to drive employee accountability.

- Incorporate team members' individual strengths into their goals.

- Aim for a good balance between challenge and attainability.

- Equip employees with the resources they'll need to achieve their goals.

- Ensure employee success with ongoing coaching and feedback in 1-on-1s.

- Track, evaluate, and adjust goals with employees regularly.

Hot tip
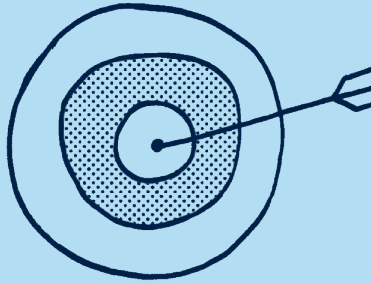
Objectives
should be action-oriented and clearly
define *what* you want to achieve.

Key results
should define *how* you want
to achieve them.

Checking all the boxes ☑

Ready to get started? A great way to test the waters is to set up a pilot initiative with a small group of employees. Once complete and you feel more accustomed to the process, you can take the goal-setting to the next level with your whole team.

We've put together a step-by-step checklist to help you start your goal-setting initiatives. Once you've checked these off, you're ready to go.

Goal-setting checklist

☐ Define the most important reason you want to set up goals for your team.

☐ Define a sample objective and 2 – 3 key results of this goal.

☐ Select a small group of people to set up a pilot.

☐ Define what will determine the project to be a success.

☐ Determine 2 – 3 goals for each person, the desired result of each goal, and the timeframe to achieve each goal.

☐ Determine the frequency of the check-ins with each employee.

☐ Assign the goals!

Example

Objective:
Improve presentation skills

Key result 1

Choose a topic related to your role and research it.

Key result 2

Create a 5-10 minute presentation on this topic.

Key result 3

Present it to 3 team members and get their feedback.

At the end of the pilot, you'll have a better idea of how effective this can be and how it can benefit the whole company when each team member is involved. Once you're ready to dive deeper, we suggest using Officevibe for your company's continuous goal setting and tracking (more on that next!).

Fun fact
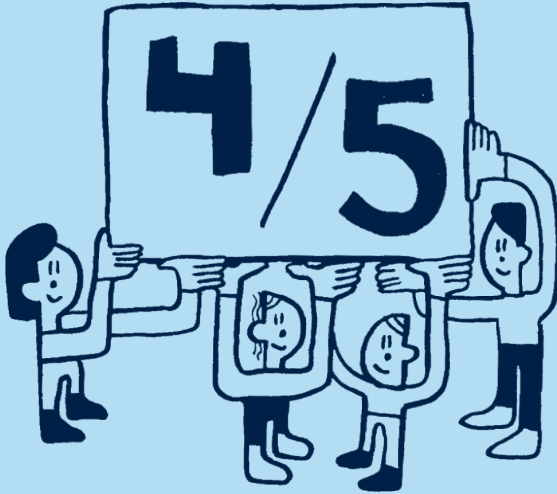
4 out of 5 employees who use Officevibe are clear on how to meet their goals and objectives.

How can Officevibe help you stay aligned?

When upping your goal-setting game, a great place to start is with Officevibe. It's a user-friendly tool where you can initiate, access, and monitor goal progress from one central space. The platform gives you better overview of your organization's goals, as well as the ability to track everyone's goals and game plan.

Here are just a few ways Officevibe can help:

On-on-one meetings

Get prepared with editable one-on-one meeting templates, pre-written questions meant to inspire, a space for notes to keep track of meaningful details. It enables you to set action items, plan the next steps, and set individual goals that are easy to follow up on. And since your notes are centralized, reviewing them is a breeze.

Personal goals

Set individual goals with every employee that align with your greater team objectives. You can even add milestones that you can use as talking points in your one-on-one meetings.

Organization & team goals

Get a better overview of your organization's goals and track the game plan. Setting and tracking team goals is a great way to help motivate employees and contribute to the team's success.

Onwards and upwards with Officevibe

An aligned team is a more efficient team. It's one that embraces collaboration, and sees greater performance. When each individual shines, the whole team shines.

Here's to greater growth and success. Officevibe can help you get there.

OKR and goal planning that sets everyone up for success

Awaken accountability and illuminate how every employee and team goal contributes to your organization's growth.

Get started free