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<u>Specific</u>: State exactly what you want to accomplish (Who, What, Where, Why)

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 Measurable: How will you demonstrate and evaluate the extent to which the goal has been met?

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 Achievable: stretch and challenging goals within ability to achieve outcome. What is the action-oriented verb?

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 Relevant: How does the goal tie into your key responsibilities? How is it aligned to objectives?

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 <u>Time-bound</u>: Set 1 or more target dates, the "by when" to guide your goal to successful and timely completion (include deadlines, dates and frequency)

The Six Sources Strategy Matrix How Leaders Increased Their Chances of Success Tenfold

Source 1: PERSONAL MOTIVATION	
Questions to Ask	 In a room by themselves would employees want to engage in the behavior? Do they hate it or enjoy it? Do they find meaning in it? Does it fit into their sense of who they are or who they want to be?
Strategies	 Identified unpleasant, noxious, or disagreeable aspects of the change and found ways to either eliminate them or make them more pleasant. Found ways to connect the need for change with people's core values—for example, had people meet with the individuals who would benefit from the change. Motivated people by creating a mission and purpose about the need for change. Took great pains to get people's personal buy-in rather than issue mandates.

Source 2: PERSONAL ABILITY	
Questions to Ask	 Do employees have the knowledge, skills, and strength to be able to do the right thing? Can they handle the toughest challenges they will face?
Strategies	Gave people guided practice and immediate feedback until they were sure they could engage in the new behaviors in the toughest of circumstances. Designed learning experiences to help people successfully manage any communication, emotional, and interpersonal hurdles they'd face in changing their behavior. Had people participate in real-time drills or simulations that tested whether they could perform as required under challenging circumstances.

Source 3: SOCIAL MOTIVATION	
Questions to Ask	Are other people encouraging the right behavior or discouraging the wrong behavior? Are people others respect modeling the right behaviors at the right time? Do people have good relationships with those who are trying to influence them positively?
Strategles	Enlisted the support of organizational opinion leaders to serve as role models, teachers, and supporters of change. Had all members of management teach, model, and coach people toward new behavior. Identified people who would be most concerned about change, and involved them early. Made it clear to everyone that these behavioral changes were something top management strongly supported and modeled.

Source 4: SOCIAL ABILITY		
Questions to Ask	 Do others provide the help, information, and resources required—particularly at critical times? 	
Strategles	Identified the toughest obstacles to change and made sure people had others to support them whenever they faced these obstacles. Used mentors or coaches to provide just-in-time assistance to overcome these obstacles. Created "safe" ways for people to get help without feeling embarrassed. Provided everyone with the authority, information and resources needed to step up to new behaviors as easily as possible.	

Source 5: STRUCTURAL MOTIVATION	
Questions to Ask	Are there rewards—pay, promotions, performance reviews, or perks? Are there costs? Do rewards encourage the right behaviors and costs discourage the wrong ones?
Strategies	Adjusted formal rewards to ensure people had incentives to adopt the new behaviors. Made sure people had "skin in the game" by tracking their use of the new behaviors and linking it to rewards and punishments they cared about. Used a "carrot and stick" approach to make sure people knew the organization was serious about demanding change. Made sure everyone understood that even the most senior managers would be held accountable if they failed to support these changes—there were no exceptions.

Source 6: STRUCTURAL ABILITY		
Questions to Ask	Does the environment (tools, facilities, information, reports, proximity to others, policies, work processes, etc.) enable good behavior or bad? Are there enough cues and reminders to help people stay on course?	
Strategies	Reorganized workplaces to remove obstacles and make the change convenient and easy. Provided new software, hardware, or other resources to make the change simple and automatic. Used cues, regular communications, and metrics to keep the need for change "top of mind" for everyone in the organization. Created potent ways to give all levels of management feedback about how successfully or unsuccessfully they were leading change.	