



HRA-ECI

Human Resource Association of East Central Illinois



May 2015

Make SMART Goals to Help Manage Your Time

We all struggle with having enough time in a day to get everything done, especially when you are in your “busy season”. One way to help give you just a little more time in the day is to make sure you are setting SMART goals. What is a SMART Goal? Julie English and Lynn Lanoue from Six Sigma describe smart goals as “a written statement that describes what needs to be done to work toward a specific change, ultimately creating success and improvement.” Below is their breakdown into each component of a SMART goal:

Specific – Specific goals are more likely to be achieved than nonspecific goals. Some questions to consider:

- Who is involved?
- What do you want to accomplish?
- When? Establish a time frame.
- Why? Determine the specific reason, purpose or benefits of achieving a goal.

Measurable – Measuring progress toward a goal helps people stay on track, reach target dates and experience achievement. Staying on track will result in a continuous improvement cycle that leads to motivation and goal attainment.

Action Oriented – To keep from becoming overwhelming, goals should be broken down into action steps. Each step moves a person closer to successful goal achievement.

Reasonable – Avoid setting unreasonable expectations. Personal and situational factors may influence the ability to reach a goal. Some personal factors to consider are tiredness, physical well-being and other commitments.

Timely – Define start and end points to the goal. Maintain commitment to these deadlines. Goals without deadlines or schedules for completion tend to be put aside for the day-to-day crises that invariably arise.

For more: <http://www.isixsigma.com/implementation/change-management-implementation/set-smart-goals-better-manage-time/>

May Meeting

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**Donna Rogers  
Skowronski**

Topic: HR Metrics

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Friday, May 8th
11:30AM - 1:00PM
LLC Workforce
Development
Center

305 Richmond Ave E
Mattoon, IL

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Lunch will be  
provided

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RSVP
By 4 PM Tuesday,
May 5th

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Bring plenty of business cards and one positive thing that’s happening in your life.

### HR METRICS



## Five A's of Awesome

This month's 'A' from Jeff Hadens 5 A's of Awesome is Analyze:

Change measurements: Over time we all develop our own ways to measure our performance.

Maybe you focus on the time to complete, or quality, or end result. Each is effective, but sticking with one or two could cause you to miss opportunities to improve. Say you focus on meeting standards; what if you switched it up and focused on time to complete?

Measuring your performance in different ways forces you to look at what you regularly do from a new perspective.

Change benchmarks: If you develop apps it's fun to benchmark against, say, the success of Angry Birds. Setting an incredible goal is fine—if you don't aim high you won't reach high—but failing to hit a lofty goal can kill your motivation.

So, choose a different benchmark. Look for companies or people with similar assets, backgrounds, etc. and try to beat their results. Then, after you do, choose another target.

Aim for the heights, but include a few steps along the way. **The journey will be a lot more fun.**

### Calling all Volunteers!!

We are asking for 3 volunteers who would like to be on the Christmas Party Committee. We are also asking for 2 volunteers each month who would like to be apart of a Welcome Committee. Welcome Committee volunteers will be needed for the following months:

**October** (Meeting in Charleston)

**November** (Meeting in Mattoon)

**December** (Christmas Party)

\*\* \*More information to come at the May Meeting, if you are unable to make it please reach out to me with any questions\*\*\*

**Visit our new HRAECI Website! You can view all of our Newsletters, see upcoming events, post a job, and much much more!!!**

<http://hraeci.shrm.org/>

### Upcoming Events

#### **SHRM Annual Conference**

June 28th– July 1st Las Vegas, NV

The SHRM Annual Conference is the best — and biggest — HR Conference in the world. Here, you'll find an array of experiences that can be found nowhere else - experiences that can help transform you, your team, and your organization in big and small ways. With over 200 sessions, inspiring keynote speakers, 49+ recertification credits, endless networking and world's largest HR marketplace, you'll leave Las Vegas more prepared for what's next.

### **HRAECI**

#### **2014 Board of Directors**



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