

RATIONAL TARGET SETTING WORKSHEET ©

The following inputs (see below) result in establishing a rational target (output) for 2012.

INPUTS

Step 1: Use each scale to rate the 4 areas affecting goal achievement: policy, focus, resources, and capacity.

Policy Scale ▪ 0 = not discussed at all ▪ 1 = low priority ▪ 2 = moderate priority ▪ 3 = high priority		Resources Scale ▪ 0 = no change in resources ▪ 1 = small amount of resources added ▪ 2 = moderate amount of resources added ▪ 3 = many resources added	
	Policy	Resources	
	Focus	Capacity	
Priority Scale ▪ 0 = not on the radar screen ▪ 1 = low priority ▪ 2 = moderate priority ▪ 3 = high priority		Capacity Scale ▪ 0 = no change in capacity ▪ 1 = small growth in capacity ▪ 2 = moderate growth in capacity ▪ 3 = significant increase in capacity	

Step 2: Add up the ratings from the above table and input this as your Rating Sum.

Step 3: Using the scale below, select a percentage change and input this percentage for Suggested Change.

	Rating Sum	Suggested Change
	0-3	0 to 10% improvement
	4-6	11-20% improvement
	7-9	21-30% improvement
	10-12	31-50% improvement

Step 4: Use historical data to set a target for next year.

OUTPUT

Outcome Goal:			
2012 Target	2011 Actual	2010 Actual	2009 Actual