

Goal Setting FAQs

We've collected the most common questions we hear about setting goals and creating goal cycles in Lattice.



Picking a Goal Framework

What are SMART Goals?

- [SMART Goals](#) are set by writing them in a way that answers the SMART criteria:
 - Specific
 - Measurable
 - Actionable
 - Relevant
 - Time-bound

What are OKRs?

- [OKRs](#) divide goals into objectives and measurable key results that track progress. OKRs divide the goal into an achievement and any measurable actions that support it.

What are Cascading Goals?

- [Cascading Goals](#) are a hierarchical framework to structure an organization's goal. At the highest or executive level, strategic goals are set, and then those goals cascade down throughout the rest of the organization to help guide team and individual-level goals.

What are some things to consider when setting goals with my company for the first time?

- The first thing to do is set clear expectations among your employees. Within your HR and executive team, answer these questions:
 - What are the timelines of these goals? When should they start, and when should they end?
 - Who do you want to create goals?
 - How do you want to convey company goals to the whole company?
 - How do you want to encourage people to set their goals?
 - What goal-setting resources can you give employees?
 - What kind of visibility do you want for these goals?



Setting Goals with your Team

Who can update goals?

- Goal owners and their managers can update goals. Admins can also adjust and update goals.

When will managers know when goals are updated?

- Managers will be notified about updates to their direct reports goals on the cadence of the goal reminder emails. You can read more about the manager goal digest [here](#).

Can managers copy goals and assign to multiple employees?

- At this time there is no way to copy goals. You can however copy key results.

Can goals be weighted?

- Goals cannot be weighted at this time.

What does it mean when I add additional goal owners?

- Additional goal owners are able to update the goal and will receive notifications when other owners update the goal.

Will my goals automatically update when I update the key results?

- Private goals are visible to the goal owner, their manager, and manager's manager.

What is the visibility of private goals?

- Goals will automatically update if they are set to “binary” and there are key results attached to the goal.



Managing and Administering Goals in Lattice

Can admins remind people to update their goals?

- Admins can set a reminder cadence for employees in the admin settings. This cadence will determine how often reminder and digest emails are sent to employees.

Can admins and managers track changes to goals?

- Admins and managers can track changes to goals from the [Goal Audit Log](#).

Do all employees need to be included in the goal cycle or can it be select departments?

- All employees will receive Goal Cycle notifications if individual goals are included in the Goal Cycle.

What are common examples of goal tags and how do you use them?

- Goal Tags are a great way to organize goals around major initiatives. [This article](#) outlines how to create and use Goal Tags.



Understanding Goal Progress & Goal Analytics

What are the different goal statuses?

- There are three different statuses that adjust based on the measurement of the goal: on track, progressing and off track. [This article](#) outlines the various statuses and what they mean.

Who can see goal statuses?

- All employees can see the progress and status of public goals. Private goals remain private to the owner and owner's manager.

Where can employees go to see company goal progress?

- Employees can navigate to the "Company" tab, select "Goals" and see all active company goals.