

Linsey's Administrative Tips: *Setting Goals at Work*

By Linsey Shaw, UNH T² Program Support Assistant

Goal setting is very important in the workplace. Goals give employees something to focus energy on and they help ensure productivity.

Goal setting can be difficult for some people. Use *SMART* to help set goals. *SMART* is an acronym and each letter stands for a characteristic that will help with goal setting. Here is what each letter means:

- **S** is for specific. A specific goal has a better chance of being attained and provides the employees with more information about the goal.
- **M** is for measurable. Being able to measure the progress of your goal will keep you on track and make the goal more attainable.
- **A** is for attainable. Most goals are attainable as long as you set up steps and establish a time

frame that allows you to reach the end result of your goal.

- **R** is for realistic. A goal must be a job or task for which you are willing and able to work toward it to be realistic.
- **T** is for timely. Every goal should have a time frame because then you have a way to measure progress and know when the goal should be achieved.



References:

- Heathfield, Susan M. *Beyond Traditional SMART Goals*. 16 February 2010 <<http://humanresources.about.com/cs/performance/a/goalsetting.htm>>.
- Meyer, Paul J. *Top Achievement*. 16 February 2010 <<http://www.topachievement.com/smart.html>>.

UNH T² Offers Backhoe Operation & Safety Training

Submitted By Butch Leel, UNH T² Technical Support Asst. and Backhoe Operator Training Instructor

UNH T²'s backhoe operation and safety training is designed for operators with limited or no experience, although all operators are welcome.

Topics emphasized during training are the pre-trip inspection, the operator manual, permitting, loading and unloading a backhoe from a trailer and the proper tie down points, setting up a workzone in accordance with the MUTCD, trench safety, and soil types and the impact they have on trench stability and safety.

Safety is emphasized throughout the training, including proper digging and loading techniques with the front bucket, leveling and back dragging with the front bucket, the components of the rear digging bucket and how they work, how to shoot a grade and why it is important, and how to dig a straight trench.

Before the end of the first day each participant gets in a backhoe to familiarize themselves with the controls, in preparation for the second day, which is the hands-on portion.

On the second day participants have an opportunity to run a backhoe to accomplish these tasks, use the front bucket to dig material from a pile, level and back drag material, dig a straight trench, shoot a grade to determine the depth of trench, lay in a piece of pipe using proper craning techniques, shoot another grade to determine the pitch on the pipe, remove the pipe again using proper craning techniques, and fill in the trench using the backhoe bucket.

To date, UNH T² has trained 28 people during six sessions of backhoe operation and safety. UNH T² would like to thank **Mark Avery** and **Dennis Ford** for co-instructing this workshop with Butch and the NHDOT District 2 for the use of a backhoe and facility.

