

SMART Goals Worksheet

Complete this for each goal:

INITIAL GOAL	What is the goal you have in mind?

S SPECIFIC	What exactly is the employee going to do, with or for whom? What strategies will be used? Is the objective well understood? Is the objective described with action verbs? Is it clear who is involved? Is it clear where this will happen? Is it clear what needs to happen? Is the outcome clear? Will this objective lead to the desired results?

M MEASURABLE	How will I know that the change has occurred? Can these measurements be obtained?



A

ACHIEVABLE

Are the goals you set achievable and attainable? Can the employee successfully complete this goal with the skills, resources, and time available to them? Are there factors beyond their control that need to be considered? Can the employee get it done in the proposed timeframe? Does the employee understand the limitations and constraints? Has anyone else done this successfully? Is this possible?

R

REALISTIC/RELEVANT

Does the employee have the resources available to achieve this goal? Do I need to clarify unit priorities to the employee to ensure that this goal is achieved? How can I help the employee see the relationship between this SMART goal and our mission?

T

TIME-BOUND

When or how often do I need (response/reports/summaries/agendas/schedules/status updates)? Is there a stated deadline?

SMART

GOAL

Review what you have written, then craft a revised goal statement based on what the answers to the questions above have revealed.



Alignment with Company Goals

How do these objectives align with the company's broader strategic goals?

State company's specific strategic goals.

