

# SMART GOAL WORKSHEET

EMPLOYEE NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

GOAL CATEGORY: E.G., PERFORMANCE, DEVELOPMENT, PROJECT

GOAL: STATE YOUR GOAL CLEARLY AND CONCISELY

**S**

## Specific

What exactly will you accomplish? Be detailed and avoid vague language.

**M**

## Measurable

How will you measure progress and success? Include quantifiable metrics or milestones.

**A**

## Attainable

Is the goal realistic and attainable given your resources and constraints?

**R**

## Relevant

How does this goal align with your role, team goals, and the company's overall objectives?

**T**

## Time-based

When will you achieve this goal? Set a specific deadline.

**ACTION STEPS:**

List the key steps you will take to achieve your goal.

Four horizontal lines for writing, each starting with a green hexagonal icon.

**POTENTIAL OBSTACLES:**

Anticipate any challenges or obstacles that may arise and develop strategies to overcome them.

**RESOURCES NEEDED:**

Identify any resources, tools, or support you will need to accomplish your goal.

**PROGRESS TRACKING:**

How will you track your progress towards your goal? Include regular check-ins, milestones, or metrics.

Check-Ins

Milestones

Metrics

**REVIEW DATE:**

Set a date for reviewing your progress and making adjustments to your goal or action plan as needed.

