SMART Goal Template

What do you want to accomplish or change?
___________________________________________________
___________________________________________________
___________________________________________________
___________________________________________________
___________________________________________________

What does success look like? How do you know you’re “done”?
___________________________________________________
___________________________________________________
___________________________________________________
___________________________________________________
___________________________________________________
___________________________________________________

What Steps will you take to accomplish this? By When?
___________________________________________________
___________________________________________________
___________________________________________________
___________________________________________________
___________________________________________________
___________________________________________________

Key

- Specific
- Measurable
- Achievable
- Relevant
- Time Sensitive

Accomplished?  (for use during mid-point and summary conversations and for reference during informal conversations)
___________________________________________________
___________________________________________________
___________________________________________________

Date completed: ___________________

Employee Signature: ___________________________________________

Supervisor Signature: __________________________________________