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## SMART Goal Template

**S** What do you want to accomplish or change?

**R**

**S** What Steps will you take to accomplish this? By When?

**A**

**R**

**T**

**M** What does success look like? How do you know you're "done"?

**R**

**T**

Understand

Do

Verify

### Key

**S** Specific

**M** Measurable

**A** Achievable

**R** Relevant

**T** Time Sensitive

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

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Date completed: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_