

S.M.A.R.T. GOALS TEMPLATE

Instructions: Write **S.M.A.R.T.** goal(s) for each employee. Using the template below, ensure that all factors have been incorporated into the goal. For each element in the **S.M.A.R.T.** goal, indicate the responses for each question.

Goal:

Is it **S**pecific?

Is it **M**easurable?

Is it **A**ttainable?

Is it **R**elevant?

Is it **T**ime-Bound?
