

## DEVELOPING SMART GOALS

Employee:	Title:	Supervisor:
Job Responsibilities:		

SMART: Specific, Measurable, Achievable, Results-Focused, and Timely

Goal	SMART Goal
1.	What:
	How:
	Why:
	When:
	Completed Goal:
2.	What:
	How:
	Why:
	When:
	Completed Goal:
3.	What:

					for each step?