

DEVELOPING SMART GOALS

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|-----------------------|--------|-------------|
| Employee: | Title: | Supervisor: |
| Job Responsibilities: | | |

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

| Goal | SMART Goal | | | | | |
|-----------------|---|-------|------|------|-------|-----------------|
| 1. | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>What:</td></tr> <tr><td>How:</td></tr> <tr><td>Why:</td></tr> <tr><td>When:</td></tr> <tr><td>Completed Goal:</td></tr> </table> | What: | How: | Why: | When: | Completed Goal: |
| What: | | | | | | |
| How: | | | | | | |
| Why: | | | | | | |
| When: | | | | | | |
| Completed Goal: | | | | | | |
| 2. | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>What:</td></tr> <tr><td>How:</td></tr> <tr><td>Why:</td></tr> <tr><td>When:</td></tr> <tr><td>Completed Goal:</td></tr> </table> | What: | How: | Why: | When: | Completed Goal: |
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| 3. | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>What:</td></tr> <tr><td>How:</td></tr> <tr><td>Why:</td></tr> <tr><td>When:</td></tr> <tr><td>Completed Goal:</td></tr> </table> | What: | How: | Why: | When: | Completed Goal: |
| What: | | | | | | |
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| Why: | | | | | | |
| When: | | | | | | |
| Completed Goal: | | | | | | |