## SMART Goal Worksheet

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| --- | --- | --- | --- | --- |
| Employee’s Name | |  | | |
| Today’s Date & Time | | DATE | | TIME |
|  | |  |
| SMART | | | | |
| Specific  What needs to be done? |  | | | |
| Measureable  What numeric value can be placed on the goal? |  | | | |
| Attainable  Is this goal relevant to your employee? Explain |  | | | |
| Realistic  Is there learning that has to take place in order to reach goal? What is it? |  | | | |
| Timely  When will this goal be reached? Give specifics |  | | | |
| Next Meeting Date and Time | DATE | | TIME | |
|  | |  | |
| Notes | | | | |
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