## SMART Goal Worksheet

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