## Goal Re-Evaluation Worksheet

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| --- | --- | --- | --- | --- |
| Employee’s Name | |  | | |
| Today’s Date & Time | | DATE | | TIME |
|  | |  |
| **Revisit Goal** | | | | |
| Original  SMART Goal |  | | | |
| **Re-Evaluation Steps** | | | | |
| Review the starting point |  | | | |
| Determine what has been accomplished |  | | | |
| Review how much time has passed or is left in respect to the goal date |  | | | |
| Determine if the time left is adequate to continue |  | | | |
| If | | Then | | |
| Not enough time | | Set a new goal and goal date | | |
| Enough time | | Set smaller goals to help employee move on | | |
| Next Meeting Date and Time | DATE | | TIME | |
|  | |  | |