## Goal Re-Evaluation Worksheet

|  |  |
| --- | --- |
| Employee’s Name |  |
| Today’s Date & Time | DATE | TIME |
|  |  |
| **Revisit Goal** |
| OriginalSMART 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 |
|  |  |