

# Smart Goal Planning Form

Name \_\_\_\_\_ Date \_\_\_\_\_

*SMART goals help improve achievement and success. A SMART goal clarifies exactly what is expected and the measures used to determine if the goal is achieved and successfully completed.*

## S

### **Specific (and strategic)**

Linked to position summary, Enterprise Development goals/mission, and/or overall Act-1 Group goals and strategic plans. Please describe what this goal is and who or what will be impacted.

## M

### **Measurable**

Please describe how the success toward meeting this goal can be measured. How will you know that you have achieved it?

## A

### **Attainable**

Please explain why this goal is realistic and can be achieved in a specific amount of time.

## R

### **Relevant (results oriented)**

Please describe how the goal is aligned with current tasks and projects and focus in one defined area; include the expected result.

## T

### **Time framed**

Your goal needs a clearly defined time-frame including a target or deadline date. When will you complete this goal?

Approved \_\_\_\_\_ Points Value \_\_\_\_\_