

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 company 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 _____