

DEVELOPING SMART GOALS

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| Employee: | Title: | Supervisor: |
| Job Responsibilities: | | |

SMART: Specific, Measurable, Achievable, Results-Focused, and Timely

| Goal | SMART Goal |
|------|-----------------|
| 1. | What: |
| | How: |
| | Why: |
| | When: |
| | Completed Goal: |
| 2. | What: |
| | How: |
| | Why: |
| | When: |
| | Completed Goal: |
| 3. | What: |
| | How: |
| | Why: |
| | When: |
| | Completed Goal: |