

SMART Goal Template

S What do you want to accomplish or change?

R

S What steps will you take to accomplish this? By when?

A

R

T

M

What does success look like? How do you know you're "done"?

R

T

Understand

Do

Verify

Key

S Specific

M Measurable

A Achievable

R Relevant

T Time Sensitive

Accomplished?

Date completed: _____

Employee Signature: _____

Supervisor Signature: _____