

How to Create S.M.A.R.T GOALS

S.M.A.R.T Goals

To get started:

- Take a look at the S.M.A.R.T. goal descriptions below and think of a couple goals you want to achieve.
- Write your goals in the provided tables, print them, and display them in a spot that you see every day to serve as a helpful reminder!



Define your goal as **specifically** as possible. It'll make it easier to achieve your goals. The more **specific** it is, the better.

A **measurable** goal is helpful in showing you your progress as you work towards completing it.

It's good to have a challenging goal, but make sure it's also **achievable**.

A **realistic** goal means you have enough resources and time to accomplish it.

When do you want to accomplish your goal? Choosing a **time** will help you stay motivated and focused.



My goal is to...	My goal includes...	It will be measured by...	It's achievable because...	It's realistic because...	I want to accomplish this goal by...
Wake up early	Waking up by 7:00 a.m at least 5 days a week	The number of days each week I am able to wake up by 7:00 a.m	I am able to go to bed by 10 p.m	I no longer have night school	The end of the month, 1/31

I, name, will goal by date.

Name	Goal	Finish By

YOUR NAME

Goals and Objectives 1Q22 (February, March and April)

Updated: DATE

- = on-track
- = some issues
- = off-track

Category	Mission	Quarterly Strategy	Goals (SMART)	Due Date	Status

Employee Performance Goals

Duty/Responsibility

Performance Goal

Timetable

A)

1.

1.

2.

2.

3.

3.

Double Signature

Employee: _____

Manager: _____

B)

1.

1.

2.

2.

3.

3.

Double Signature

Employee: _____

Manager: _____

C)

1.

1.

2.

2.

3.

3.



Double Signature

Employee: _____

Manager: _____

D)

1.

1.

2.

2.

3.

3.

Double Signature

Employee: _____

Manager: _____

Rivers of Information

PROFESSIONAL DEVELOPMENT

TOPIC	SOURCE	DEVICE	TIME

NEW SKILL DEVELOPMENT

TOPIC	SOURCE	DEVICE	TIME

SPECIFIC TARGETED TOPICS

TOPIC	SOURCE	DEVICE	TIME

PERSONAL INTERESTS & GROWTH

TOPIC	SOURCE	DEVICE	TIME

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