

SMART Goal Setting Template

Goal	Specific	Measurable	Attainable	Relevant	Time-bound
	<i>Who? What? When? Where? Why?</i>	<i>How will I know when it is accomplished?</i>	<i>Can objectives pertaining to the goal be carried out? How?</i>	<i>How does this goal pertain to my position and overall objective?</i>	<i>Completed/milestones achieved by end of performance period</i>
e.g. I want to build better relationships with my team	<ul style="list-style-type: none"> Encourage two-way communication with all employees Decrease conflicts Learn coaching skills 	<ul style="list-style-type: none"> Staff will come to me when they have a problem Issues and conflicts are resolved 	<ul style="list-style-type: none"> Prioritize weekly employee one-on-ones Take a coaching course Schedule team building activities 	<ul style="list-style-type: none"> Better relationships will help our department reach our overall department goal of increasing employee satisfaction 	<ul style="list-style-type: none"> All training and team building activities will be completed by December 31, 2021
SMART Goal: Through increasing communication and team building, I will build better relationships with my team. I will schedule weekly one-on-ones and make those a priority. I will take a coaching course that will help improve my coaching skills. I will schedule 2 team-building activities. All activities will be completed by December 31, 2021.					
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	<i>Who? What? When? Where? Why?</i>	<i>How will I know when it is accomplished?</i>	<i>Can objectives pertaining to the goal be carried out? How?</i>	<i>How does this goal pertain to my position and overall objective?</i>	<i>Completed/milestones achieved by end of performance period</i>
SMART Goal:					