S.M.A.R.T. GOALS TEMPLATE

Instructions: Write **S.M.A.R.T.** goal(s) for each employee. Using the template below, ensure that all factors have been incorporated into the goal. For each element in the **S.M.A.R.T.** goal, indicate the responses for each question.

Goal:			
Is it Specific?			
Is it Measurable?			
Is it Attainable?			
Is it Relevant?			
Is it Time-Bound?			