

SMART Goal Worksheet

When writing performance & development goals, the SMART framework should be followed to help you clearly define success. Use the worksheet below to help you work through your goal planning in alignment with your manager.

Specific	Measurable	Achievable	Realistic	Timely	SMART Goal
What needs to be accomplished this year?	How can this goal be evaluated? Use metrics to define targets.	Is this within the scope of your role and possible to accomplish?	Is this a realistic goal that is also aligned with functional goals?	By when? Partner with your manager to set a deadline.	Put it all together to craft your SMART goals!
					Base
					Median
					High
					Base
					Median
					High
					Base
					Median
					High
Base: Meets the agreed upon expectation or measure of the goal. This should be the same as your goal statement.		Median: Challenges the employee to exceed the agreed upon measure of the goal.		High: Stretch goal, requires significant effort for achievement. Far exceeds the agreed upon goal.	

Want to learn more about SMART Goals? Check out this [LinkedIn Learning microlearning!](#)