

## 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:**

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Is it **S**pecific?

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Is it **M**easurable?

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Is it **A**ttainable?

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Is it **R**elevant?

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Is it **T**ime-Bound?

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