DEVELOPING SMART GOALS

Employee:	Title:	Supervisor:
Job Responsibilities:		

SMART: Specific, Measurable, Achievable, Results-Focused, and Timely

Goal	SMART Goal	
1.	What:	
	How:	
	Why:	
	When:	
	Completed Goal:	
2.	What:	
	How:	
	Why:	
	When:	
	Completed Goal:	
3.	What:	
	How:	
	Why:	
	When:	
	Completed Goal:	