

## SMART Goal Setting Template

<b>Goal</b>	<b>Specific</b>	<b>Measurable</b>	<b>Attainable</b>	<b>Relevant</b>	<b>Time-bound</b>
	<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"> <li>• Encourage two-way communication with all employees</li> <li>• Decrease conflicts</li> <li>• Learn coaching skills</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will come to me when they have a problem</li> <li>• Issues and conflicts are resolved</li> </ul>	<ul style="list-style-type: none"> <li>• Prioritize weekly employee one-on-ones</li> <li>• Take a coaching course</li> <li>• Schedule team building activities</li> </ul>	<ul style="list-style-type: none"> <li>• Better relationships will help our department reach our overall department goal of increasing employee satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>• All training and team building activities will be completed by December 31, 2021</li> </ul>
<p>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.</p>					
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<p>SMART Goal:</p>					