

SMART Goal-Setting Worksheet

NAME POSITION DIVISION/FUNCTION

SMART Performance Goals	Measured By
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1.	
2.	
3.	
4.	
5.	
6.	
7.	

Individual Development Goals	Target Date
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1.	
2.	

*For help with completing this worksheet, review pages 2 and 3.

SIGNATURES

_____	_____	_____	_____
Team Member	Date	Leader	Date

How Many Performance Goals Should I Have?

Depending on your leadership level in the organization, the number of goals you have may vary. Here is some quick guidance as you think about the number of goals you should write.

Senior Leader (Executive, VP)	5-7 SMART Goals
Director (Sr. Director, Director, Asst. Director)	4-5 SMART Goals
Manager (Manager, Supervisor, Team Lead)	3-5 SMART Goals
Individual Contributor	2-3 SMART Goals

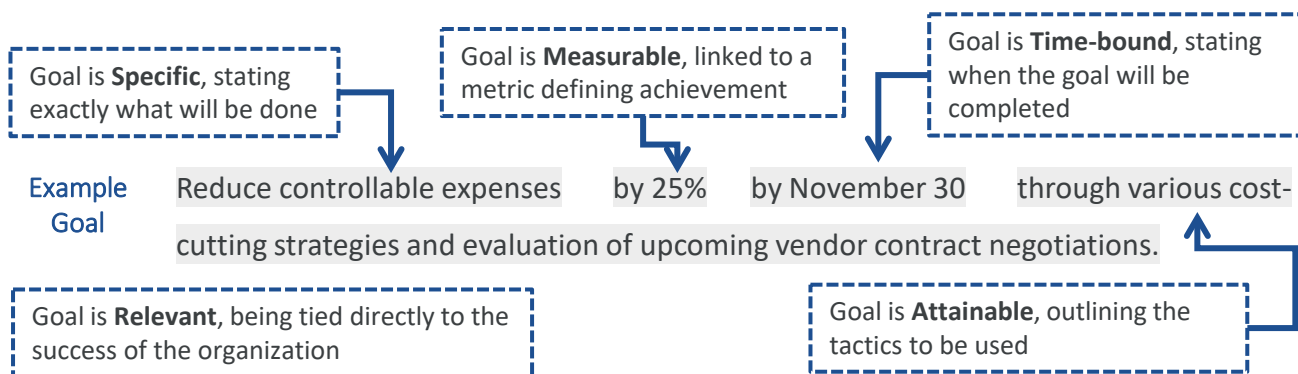


Quick Tip!

Having too many goals may indicate that your goals are focused more on tactical steps. Rethink these small steps and fit them into a bigger picture.

How Do I Write A SMART GOAL?

- Define your **ultimate goals**, or the **important results you're working to achieve**, that will significantly impact the business. Goal-setting isn't the time to list every project you will work on or list your job duties.
- Think about how these goals **will push you to gain new skills or experiences** to grow in your role.
- Evaluate your written goals to **make sure they meet the SMART criteria** (see example). This ensures your goals are linked to relevant business results and that success is clearly measurable.



How Do I Ensure My Goals Are Measurable?

- The **Measured By** column on your goal-setting worksheet, has been added to ensure you've included precise dates, percentages, or amounts as a way to measure your success (see example).

	SMART Performance Goals	Measured By
Example Goal	Recruit, Hire & Retain Talent at All Levels <ul style="list-style-type: none"> • Hire Retention Specialist to focus on retention programs and measure the effectiveness of each • Develop marketing campaign to increase brand awareness and move towards being a preferred employer in the market we serve 	Reduce turnover by 10% Improve stability by 15% Reduce time to fill in the hiring cycle by 2 to 3 days

HOW MANY INDIVIDUAL DEVELOPMENT GOALS SHOULD I HAVE?

You'll include at least 1 individual development goal as part of goal-setting for the year. Individual Development goals should help build on the strengths and capabilities needed to achieve your performance goals and prepare you for the next steps in your career. Examples of individual development goals include:

- Identify a mentor
- Complete training or certification program
- Attend a professional conference
- Lead a stretch assignment or project
- Cross-functional assignments/projects
- Study industry reports and skill up others
- Leadership Development Programs
- Cross-training

HOW DO I WRITE MY INDIVIDUAL DEVELOPMENT GOALS?

- Use the SMART format to make your development goal as specific, realistic, and attainable as possible.
- Use the **Target Date** column on your goal-setting worksheet to identify incremental dates for accomplishing your goal.

	Individual Development Goals	Target Date
Example Goal	Identify a professional conference opportunity and attend before the end of the year.	<ul style="list-style-type: none"> • Register by end of Q2 (June 30). • Share take-aways with supervisor within 30 days of attendance.

CHECKLIST FOR FINALIZING YOUR GOAL WORKSHEET

- Are my goals aligned to my job responsibilities and the organization's goals?
- Have I aligned with my manager?
- Will success of each goal be possible and obvious?
- Will my goals expose me to other functions, know-how, or skills that will help drive business results?
- Will at least one of my goals push me to the edge of my comfort zone?

WHAT ARE MY NEXT STEPS?

- Enter your goals in our talent system:** Enter your approved goals in our talent system. This allows you to track progress and sets you up for success during the next steps in our performance management cycle (i.e. Midyear and End of Year Reviews).
- Monitor goal progress and stay in continuous discussion with your leader:** Review goal progress during regular 1:1s with your leader. Use this time to discuss the steps you've taken to achieve your goals and any problems or roadblocks that are preventing you from achieving your goals.