

# Employee Goal Setting Template

SMART goals are designed to help you identify whether what you want to achieve is realistic and to set a deadline.

Goal - **S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**ime-bound (SMART)

Why does this goal matter?

Benchmarks for Success

Evaluation Plan

Strategic Action Descriptions	Party / Dept. Responsible	Date to Begin	Date Due	Resources Required	Potential Hazards	Desired Outcome

Additional Notes

## **DISCLAIMER**

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