**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.*

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| Goal - **S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**ime-bound (SMART) |
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|   |   |   |   |   |   |   |
| Why does this goal matter? |
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|   |   |   |   |   |   |   |
| Benchmarks for Success |
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|   |   |   |   |   |   |   |
| Evaluation Plan |
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|   |   |   |   |   |   |   |
| Strategic Action Descriptions | Party / Dept. Responsible | Date to Begin | Date Due | Resources Required | Potential Hazards | Desired Outcome |
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| Additional Notes |
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