**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=9237&utm_source=template-word&utm_medium=content&utm_campaign=Employee+Goal+Setting-word-9237&lpa=Employee+Goal+Setting+word+9237)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) | | | | | | |
|  | | | | | | |
|  |  |  |  |  |  |  |
| 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 |
|  |  |  |  |  |  |  |
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| Additional Notes | | | | | | |
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