

# SMART GOALS WORKSHEET

Employee Name: \_\_\_\_\_

Department/Team: \_\_\_\_\_

Date: \_\_\_\_\_

## Goal Statement

Write one clear sentence describing your professional goal.

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What exactly do you want to achieve in your work role?



How will you measure success or track your progress?



Is the goal realistic with your current time, tools, and responsibilities?



How does this goal connect with your job responsibilities or team objectives?  
Why is it important for your role or growth?



What is your deadline to achieve this goal?  
Will you set any checkpoints or review dates along the way?

Action Step Lists