

# S.M.A.R.T. WORKSHEET

**Directions:** Write down a simple goal at the top of the worksheet. Put a checkmark next to the type of objective it is covering (ex. routine, project, developmental, other). Next, in the boxes below answer the SMART questions to brainstorm goal details. Finally, use your SMART details to re-write the new SMART goal at the bottom of the page. Bonus: To double check your SMART goal, put check marks next to each SMART part that you used in your goal.

Simple Goal: \_\_\_\_\_  
\_\_\_\_\_

Routine     Project  
 Developmental     \_\_\_\_\_

**S**  
Specific

What specific thing needs to be achieved? What is the employee expected to do?

**M**  
Measurable

How will we measure this? What measurement shows completion of the objective?

**A**  
Attainable

Is the goal feasible with the resources available?

**R**  
Relevant

Is the goal important/connected to the job function and department/city goals?

**T**  
Time based

What is the time frame for goal completion?

SMART Goal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# SMART GOAL SAMPLE FRAMES

**S**pecific Action

**M**easurable and  
**R**elevant Result

**T**imebased

Is it **A**ttainable?

Do...

in order to...

by...

Yes

Develop...

for/from...

by the end of the...

No

Create...

resulting in ...

after...

Maybe

Plan...

through...

from...

Find Out More

Support...

as measured by...

on an ongoing basis.

Direct...

to ensure...

on this date:

Provide...

to stay within...

within...

Coordinate...

with attainment of...

at the latest...

Implement...

to reduce...

Resolve...

to include...

Other action words!

to complete...