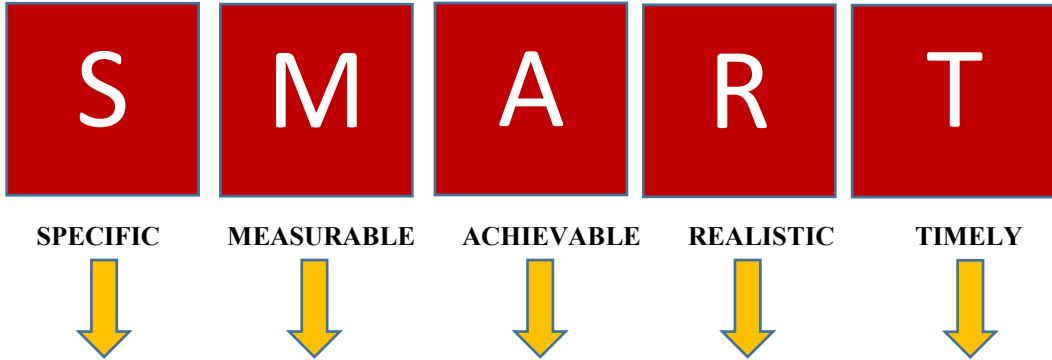


SMART GOALS WORKSHEET

Using the SMART charts below, complete one *Development* and one *Performance* goal.



Development Goal

Specific – State what you will do. Use action words.

Measurable – Provide a way to evaluate. Use metrics or data targets.

Achievable – Within your scope. Possible to accomplish.

Realistic – Within your job function. Aligns with organizational goals.

Time – Set deadline for achievement. Both manager and employee need to agree on timeline.

Final Development Goal

Select a competency and write a *development goal* following the SMART goal model.

Professional Competencies	*Agility *Alignment * Professional Acumen *Team Building
Leadership Competencies	*Inspirational *Proactive Problem Solver *Resilient *Super Connector *Total Talent Development

Final goal:

Blank space for writing the final goal.

Performance Goal

SMART Goals

Specific
Measurable
Achievable
Realistic
Timely

Final Performance Goal

Consider the three thresholds as you write your performance goal.

<i>Base Threshold:</i>	
<i>Median Threshold:</i>	
<i>High Threshold:</i>	

Final goal: