[SMART GOAL SETTING GUIDE](https://www.mindtools.com/pages/article/smart-goals.htm)

*SMART is a well-established tool to create clear, attainable and meaningful goals, and develop the motivation, action plan, and support needed to achieve them. This guide uses the SMART acronym: Specific, Measurable, Achievable, Relevant, and Time-bound to support the conversation between the manager and employee to determine and agree on key priorities and timelines.*

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| **What is the goal?** (Is the goal clear and understandable?)  Click or tap here to enter text. | |
| **How will the goal be measured?** (How will you know that the goal is accomplished?  Click or tap here to enter text.  **Is the goal realistic?** (Is the goal ambitious and still achievable?)  Click or tap here to enter text. | |
| **Why is the goal important?** (How does the goal support the priorities?)  Click or tap here to enter text. | |
| **What resources will be needed?** (What materials, support, training, etc., will be needed to accomplish this goal?  Click or tap here to enter text. | |
| **Steps/Deliverables** | **Due Date** (time bound) |
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