

SMART Goals Preparation Worksheet

Specific Goal: Who, What, Where, When, Which, Why?

Measureable: How will goal be measured? By whom? How will results be communicated?

Attainable: How will the goal be attained? What tools are needed? Can it be done?

Relevant: What strategic goal of the department and of the College does this individual goal support?

Timely: How much time is needed to accomplish the goal? Is there room to expand timeframe?

GOALS WORKSHEET

Employee Name: _____

Department: _____

Supervisor: _____

Review/Goal Period: _____

Goal #1:

Measurement Method:

Timeline:

How does goal support UC strategic plan?

Goal Outcome (record outcome, using measurement, at end of goal period)

Goal #2:

Measurement Method:

Timeline:

How does goal support UC strategic plan?

Goal Outcome (record outcome, using measurement, at end of goal period)

Goal #3:

Measurement Method:

Timeline:

How does goal support UC strategic plan?

Goal Outcome (record outcome, using measurement, at end of goal period)
