

Staff and supervisors can use this template during the a) workplanning meeting; b) while drafting the goal; and c) when it is being reviewed for approval. The more questions and edits that arise as a result of this document signals that expectations have been clearly articulated and understood.

**Initial Goal** (*Write the goal you have in mind.*):

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**1. Specific** (*What do you want to accomplish? Who needs to be included? When do you want to do this?*):

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**2. Measurable** (*How can you measure progress and know if you've successfully met your goal?*):

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**3. Achievable** (*Do you have the skills, resources, time, etc. that is required to achieve the goal?*):

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**4. Relevant** (*Why am I setting this goal now? Is it aligned with overall objectives?*):

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**5. Time-bound** (*What's the deadline and is it realistic?*):

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**6. Related Actions** (what steps do I need to do in order to accomplish the goal?):

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**7. Success Criteria** (What will this goal look like once it's successful?):

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**PRO TIP:** If you need more space than is provided on this worksheet, then the goal is probably too long.