



## SMART GOAL WORKSHEET

Use this as a template when creating goals. Use the questions to help guide your statement.

GOAL:	EXAMPLE		
<b>S (specific):</b> <ul style="list-style-type: none"> <li>What do I want to accomplish?</li> <li>Why do I want to accomplish this?</li> <li>What are the requirements?</li> <li>What are the constraints?</li> </ul>	Reduce overtime from 150 hours to 50 hours in X department		
<b>M (Measurable)</b> <ul style="list-style-type: none"> <li>How will I measure my progress?</li> <li>How will I know when the goal is accomplished?</li> </ul>	Cut hours from 150 to 50		
<b>A (Attainable)</b> <ul style="list-style-type: none"> <li>How can the goal be accomplished?</li> <li>What are the logical steps I should take?</li> </ul>	This reduction will happen by reducing OT hours slowly over the next calendar year		
<b>R (Relevant)</b> <ul style="list-style-type: none"> <li>Is this a worthwhile goal?</li> <li>Is this the right time?</li> <li>Do I have the necessary resources to accomplish this goal?</li> <li>Is this goal in line with my long-term objectives?</li> </ul>	This reduction will contribute to the overall cost-cutting goal		
<b>T (Time Based)</b> <ul style="list-style-type: none"> <li>How long will it take to accomplish this goal?</li> <li>When is the completion of this goal due?</li> <li>When am I going to work on this goal?</li> </ul>	This reduction in OT will be completed by the end of the calendar year		
<b>SMART GOAL STATEMENT</b>	Reduce overtime from 150 hours to 50 hours in X department within the calendar year		