



Managing Performance

SMART Goal Setting

Establishing goals and objectives makes it clear what a leader expects of an employee. It also develops the employee and advances the organization. The goals should be challenging yet relevant to the work of the employee.

To create performance-based goals, consider using the SMART goal criteria:

- Specific**- Make them as specific as possible.
- Measurable**- What will success look like?
- Aggressive and Achievable**- Give them room to stretch and grow.
- Relevant**- Make sure they focus on outcomes that matter most.
- Time-bound**- When will progress be discussed?

Tips:

- ✓ Refrain from statements of beliefs and philosophies
- ✓ Use specific examples, but not the same ones repeatedly (consider the entire quarter)
Provide context.
 - Describe the climate or environment surrounding the situation, problem, or goal.
- ✓ Use clear, direct language.

SMART GOALS
Employee Name:
Date:
Goal

SMART GOALS

S (Specific- Make them as specific as possible)-
what is the goal?

M (Measurable- What will success look like?)-
how will it be measured

A (Aggressive and Achievable- Give them
room to stretch and grow)-does the employee
have everything they need to achieve it? If
not, what do they need?

R (Relevant- Make sure they focus on
outcomes that matter most)-how is this goal
relevant to the business?

T (Time-bound- When will progress be
discussed?)-what is the timeline for this goal?