



# How to Set a SMART Goal

Setting and achieving goals at work is a great way to measure performance and align expectations. Sometimes it can be hard to know where to start.

Use this template to create a goal that is **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-Bound. Or, in other words, SMART!

Once you've created a goal you and your manager feel good about, enter it into Motivosity on your personal goal dashboard to track your progress!

*For HR/Managers: Print this worksheet out and distribute it to your teams. Work together with your employees to create goals before entering them in Motivosity.*

## **Specific:**

What do I want to accomplish? \_\_\_\_\_

Who should be involved? \_\_\_\_\_

## **Measurable:**

How will I measure my progress? \_\_\_\_\_

What % or number do I want to aim for? \_\_\_\_\_

How will I know when I've completed it? \_\_\_\_\_

## **Achievable:**

What resources/tools do I need to accomplish it? \_\_\_\_\_

Is this goal realistic? \_\_\_\_\_

Do I have enough time to accomplish it? \_\_\_\_\_

 **Relevant:**

Does this goal support the goals of the company? \_\_\_\_\_

Is this what I need to focus on right now? \_\_\_\_\_

Does this make me more effective in my role? \_\_\_\_\_

 **Time-Bound:**

When should I complete this by? \_\_\_\_\_

What are the small things I can do every day/week to help me accomplish it?  
\_\_\_\_\_

How many hours a week do I need to work on this? \_\_\_\_\_

**My Goal:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

