

## SMART Goals Preparation Worksheet

**S**pecific Goal: Who, What, Where, When, Which, Why?

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**M**easurable: How will goal be measured? By whom? How will results be communicated?

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**A**ttainable: How will the goal be attained? What tools are needed? Can it be done?

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**R**elevant: What strategic goal of the department and of the College does this individual goal support?

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

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# GOALS WORKSHEET

**Employee Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Review/Goal Period:** \_\_\_\_\_

Goal #1:  
Measurement Method:  
Timeline:

How does goal support Utica University's strategic plan?

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\_\_\_\_\_

\_\_\_\_\_

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

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\_\_\_\_\_

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Goal #2:  
Measurement Method:  
Timeline:

How does goal support Utica University's strategic plan?

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

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Goal #3:  
Measurement Method:  
Timeline:

How does goal support Utica University's strategic plan?

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

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