

# Employee Accountability

## Handout #4: SMART Goal Worksheet

Name:

Date:

### SMART Goals:

- S - Specific:** What exactly will I do?
- M - Measurable:** How will I track progress?
- A - Achievable:** Is this realistic?
- R - Relevant:** Why does it matter?
- T - Time-bound:** What is my deadline?

### Build Your SMART Goal:

**SPECIFIC** - What exactly will I do?

**MEASURABLE** - How will I track progress?

**ACHIEVABLE** - Is this realistic?

**RELEVANT** - Why is this important?

**TIME-BOUND** - Target completion date?

**MY COMPLETE GOAL STATEMENT:**

# Action Steps & Accountability Plan

What small steps need to be taken to reach your goal?

Action Step	Target Date	Completed
1.		
2.		
3.		
4.		

## Planning for Obstacles:

Potential Obstacle	Potential Solution
1.	
2.	

## Accountability Support (who will help hold you accountable?):

1. Person:	How they'll help:
2. Person:	How they'll help: