

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
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Planning for Obstacles:

Potential Obstacle	Potential Solution
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Accountability Support (who will help hold you accountable?):

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