

Employee Accountability

SMART Goals

Handout #4: SMART Goal Worksheet

Name: _____

Date: _____

Directions: Use the SMART framework to create a meaningful accountability goal. Review the example below, then write your own SMART goal on the next page.

What Makes a Goal SMART?

S	Specific	What exactly will I do? (clear, detailed action)
M	Measurable	How will I track progress? (numbers, milestones, evidence)
A	Achievable	Is this realistic for me right now? (within my control)
R	Relevant	Why does this matter? (connects to my growth or career)
T	Time-bound	What is my deadline? (specific date or timeframe)

Worked Example: Building an Accountability Goal

Scenario:	Jamal works as a warehouse associate. He has been late to work 3 times this month and received a verbal warning from his supervisor.
Specific:	I will arrive at work at least 10 minutes before my shift starts every day.
Measurable:	I will track my arrival time in a phone log; my goal is zero late arrivals this month.
Achievable:	I will set two alarms and prep my clothes/lunch the night before.
Relevant:	Being on time builds trust with my supervisor and keeps me eligible for the lead position opening next quarter.
Time-bound:	I will achieve 30 consecutive days of on-time arrivals by March 15.

COMPLETE GOAL: "I will arrive at work 10 minutes early every day for 30 consecutive days by March 15, tracking my arrival in a phone log, so that I rebuild trust with my supervisor and position myself for the warehouse lead opening."

Common Mistakes vs. SMART Goals

Weak Goal (Vague)	SMART Goal (Specific & Measurable)
I'll try to be better at work.	I will complete all assigned tasks by their deadline for the next 2 weeks.
I need to communicate more.	I will give my supervisor a progress update every Friday at 3 PM for the next month.
I want to be more reliable.	I will respond to all work emails within 4 hours during business hours for 30 days.

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Build Your SMART Accountability Goal

SPECIFIC -- What exactly will I do? Be as detailed as possible:

MEASURABLE -- How will I measure or track my progress?

ACHIEVABLE -- What makes this realistic for me? What resources or support do I need?

RELEVANT -- Why is this goal important to my career, education, or personal growth?

TIME-BOUND -- What is my target completion date?

MY COMPLETE GOAL STATEMENT:

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Action Steps & Accountability Plan

Break your SMART goal into small, manageable action steps. Set a target date and check off when completed.

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

Planning for Obstacles

Think about what might get in your way and how you will handle it.

Potential Obstacle	My Plan to Overcome It

Accountability Support Network

Who will help hold you accountable? Choose people you trust who will be honest with you.

Person 1: _____	Relationship: _____
How they will help: _____	
Person 2: _____	Relationship: _____
How they will help: _____	

My Commitment

I commit to following through on this SMART goal and holding myself accountable for my progress.

Signature: _____ Date: _____