

## 2019 SMART Goals and Reflection Worksheet

Use this worksheet to reflect on 2019 performance and opportunities for growth. You will also use this worksheet to develop SMART goals for 2020.

What is a **SMART** goal? It is a goal that is **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound. A chart is available on page 2 to assist with developing a SMART goal. Use as many copies of this worksheet as needed to create each of your SMART goals.

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

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

**Today's Date:** \_\_\_\_\_

### Step 1: 2019 Reflection

Please list 2-3 accomplishments from your 2019 performance:

Please list 2-3 areas of work in which you would like to improve, or skills you would like to learn:

### Step 2: Departmental Goals and Strategic Plan Alignment for 2020

Working with your supervisor, determine your departmental goals/strategic plan and how you can contribute to reaching this goal:

### Step 3: Develop your SMART Goal

What is your goal in one sentence? *Don't worry, it does not have to be SMART yet; you will do that next!*

S.M.A.R.T.	Questions to help you develop your goal into a SMART Goal...
<b>Specific</b>	Does your goal clearly and specifically state what you are trying to achieve? If your goal is particularly large or lofty, try breaking it down into smaller, specific SMART goals.
	Your Turn:
<b>Measurable</b>	How will you (and others) know if progress is being made on achieving your goal? Can you quantify or put numbers to your outcome? How will you measure it?
	Your Turn:
<b>Achievable</b>	What actions must you take to complete this goal? You will require the help of others? What factors may prevent you from accomplishing your goal?
	Your Turn:
<b>Relevant</b>	Why is achieving this goal important to you and your job and/or department? What value will be achieving your goal add?
	Your Turn:
<b>Time-bound</b>	When will you reach your goal? <i>Again, if your goal is particularly large, try breaking it down into smaller goals with appropriate incremental deadlines.</i>
	Your Turn:

#### **Step 4: Create an Action Plan**

What is the first step you must take to achieve your goal? *Feel free to create a more detailed step-by-step plan outside of this document.*

#### **Step 5: Determine Obstacles**

What obstacles do you anticipate as you work to reach your goal? How will you address the challenge(s) if they arise?

#### **Congratulations on creating a SMART goal!**

Supervisors and Employees should each retain a copy of this SMART Goal and check in together on progress, achievements, and obstacles. When you've met your goal, be sure to share your supervisor and celebrate your success!