

SMART Goals Form

This fillable PDF form is designed to help guide you through creating a realistic SMART goal.

To get started, download the form, read the prompts/questions, and complete each field. Be sure to save!

NOTE: Employees should have three to five SMART goals included in their annual performance evaluation.

INITIAL GOAL	Start by writing the goal you have in mind.
S	What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?
SPECIFIC	
M	How will you measure progress and know if you have met your goal?
MEASURABLE	
A	Is the goal achievable within the given constraints? Do you have the skills required to achieve the goal? If not, can you obtain them? Is the amount of effort required on par with what the goal will achieve?
ACHIEVABLE	
R	Why am I setting this goal now? Is it aligned with team, department, or university objectives?
RELEVANT	
T	What is the deadline for achieving this goal, and is it realistic?
TIME-BOUND	
SMART GOAL	Review what you have written, and craft a new goal statement based on the answers to the questions above. Be sure to copy and paste this goal into your performance evaluation.