

SMART Goals Worksheet

SMART goals are **Specific, Measurable, Actionable, Relevant** and **Timely**. [More information on SMART Goals.](#)

Strengths: Identify at least two of your key job-related strengths. Specify in what performance criteria.

SMART GOAL #1

Specific Goal: What is it that you want to achieve? Specify in what performance criteria.

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Measurement: How will you know you have achieved it? How will you know you are successful?

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Actions: What actions will you take? What will you do differently

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Relevance: Why is it important to you? How does it serve you and or help you better serve others? How is it important to ANR's Vision and strategic goals over the next 3-5 years?

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Timeline: When will you start? When do you expect to achieve your goal? What interim measurements can be developed along the annual timeline?

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SMART GOAL #2

Specific Goal: What is it that you want to achieve?

Measurement: How will you know you have achieved it? How will you know you are successful?

Actions: What actions will you take? What will you do differently

Relevance: Why is it important to you? How does it serve you and or help you better serve others? How is it important to ANR's Vision and strategic goals over the next 3-5 years?

Timeline: When will you start? When do you expect to achieve your goal? What interim measurements can be developed along the annual timeline?

Employee Name _____

Manager Name _____

Employee Signature _____

Manager Signature _____

Date _____

Date _____