

## “SMART” GOALS WORKSHEET

### Specific – Measurable – Actionable – Realistic – Time Bound

WPI has implemented the use of “SMART” goals during the yearly performance appraisal process. These goals are intended to be re-visited by employees and their supervisor throughout the year so that progress toward achieving the goals can be monitored carefully. Please review the above “SMART” acronym and the example below to gain a better understanding of how “SMART” goals work.

**Model:** To (action verb) (single key result) by (target date) requiring (resources).

**Example:** If an employee set a goal to become more proficient with Excel, converting that into a “SMART” goal would be as follows:

To integrate the use of Excel in tracking employees and the training programs they attend by January 1, with the help of training programs offered through the ATC.

<b>Specific</b>	Become more proficient in Excel.
<b>Measurable</b>	Utilize Excel in tracking employee training programs.
<b>Actionable</b>	By attending training programs offered through the ATC, I will learn how to build my own Excel database.
<b>Realistic</b>	My deadline for completing this task will be one year from now, which gives more than enough time to attend training programs, build my database, and integrate the use of the database into my workflow.
<b>Time Bound</b>	Complete by January 1, 2009 for next year’s appraisal process.

This goal has a specific end product and a deadline that is accomplishable. It is not vague, and will be easy to revisit over the course of the year for the purposes of tracking progress.

**Goal 1:**

**Goal 2:**

**Goal 3:**

### “SMART” Conversion table

<b>Specific</b>	
<b>Measurable</b>	
<b>Actionable</b>	
<b>Realistic</b>	
<b>Time Bound</b>	

