

Goal-Setting Template

Set SMART goals: Specific · Measurable · Achievable · Relevant · Time-bound

Employee / Meeting Information

Employee Name:		Manager Name:	
Department:		Review Period:	
Goal-Setting Date:		Next Check-In Date:	

Goal Register

#	Goal Description (	Success Metrics /	Aligned Objective	Start	Due Date	Status	Notes
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Additional Section

S – Specific	Is the goal clearly defined? Does it state what needs to be accomplished?
M – Measurable	How will success be measured? What are the key metrics?
A – Achievable	Is the goal realistic given current resources, skills, and constraints?
R – Relevant	Does this goal align with team and company objectives?
T – Time-bound	Is there a clear deadline with intermediate checkpoints?

Sign-Off & Acknowledgement

Employee Signature:	Date:	Manager Signature:	Date: