PERFORMANCE REVIEW PROCESS: GOAL-SETTING TOOL   GOAL #____

GOAL: _____

s	specific	<u>Fill in the details.</u>	• What do you plan to achieve? • How? • Why?
m	measurable	<u>Put it in numbers.</u> (Try for at least two different measures.)	• How will you know when you reach your goal? • How will you know how successful you were?
a	achievable	<u>Identify your resources.</u>	• What will it take to achieve your goal? • Do you have the knowledge, skills, abilities, time? • Is it a challenge but still possible?
r	results-focused relevant	<u>Make your case.</u>	• What is the reason for the goal? • What impact does it have? • What is the benefit of achieving it?
t	time-bound	<u>Set the clock.</u> (Create a sense of urgency & due dates.)	• When will the goal be achieved? • When will related tasks need to be done to get there?

REVISED GOAL: _____