SMART Goals Template

Our SMART Goal Template helps managers and employees co-create goals that are specific, measurable, achievable, relevant, and time-bound.

Instead of vague aspirations like “Improve communication” or “Be more efficient,” SMART goals *sharpen* the focus.

When used correctly, SMART goals:

* Clarify expectations
* Focus effort on what matters
* Provide measurable success criteria
* Create natural checkpoints for feedback
* Boost accountability and autonomy

This template is designed to bridge the gap between performance management and business outcomes *without* overcomplicating the process.

**SMART Goals**

| **Acronym** | **SMART element** | **Guiding question** |
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| **S** | Specific | *What exactly do you want to accomplish?* |
| **M** | Measurable | *How will you track progress or success?* |
| **A** | Achievable | *Is this realistic given current capacity and resources?* |
| **R** | Relevant | *Why does this matter for your role or team?* |
| **T** | Time-bound | *What’s your deadline or review date?* |