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
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?*