

DEVELOPING SMART GOALS

Employee:	Title:	Supervisor:
Job Responsibilities:		

SMART: Specific, Measurable, Achievable, Results-Focused, and Timely

Goal	SMART Goal					
1.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px 5px;">What:</td></tr> <tr><td style="padding: 2px 5px;">How:</td></tr> <tr><td style="padding: 2px 5px;">Why:</td></tr> <tr><td style="padding: 2px 5px;">When:</td></tr> <tr><td style="padding: 2px 5px;">Completed Goal:</td></tr> </table>	What:	How:	Why:	When:	Completed Goal:
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