

# SMART Goals Template

*When setting goals for yourself or with an employee it is always best to create SMART goals. These are goals that are:*

**Specific** – *What should be achieved?*

**Measurable** - *How will you know if the goal has been reached?*

**Action Plan**- *Which actions will you take to achieve the goals*

**Realistic** - *Are they achievable?*

**Time Frame** - *By when?*