

Performance Management SMART GOAL SETTING Template

Goal	Specific <i>who?, what?, when?, where? why?</i>	Measurable <i>How will I know when it is accomplished?</i>	Attainable <i>Can objectives pertaining to the goal be carried out? How?</i>	Relevant <i>How does this goal help you to meet your overall objective?</i>	Time-bound <i>Completed milestones achieved by end of Performance period</i>
e.g. I want to build better relationships with my team	Encourage two-way communication with employees Decrease conflicts Learn coaching skills	Less attrition in my department Staff come to me when they have a problem Issues and conflicts are resolved	Prioritize weekly employee one on ones Take a coaching course Schedule team building activities	Better relationships will help our department reach our overall department goal of increased student satisfaction and quality programming	All training and team building activities will be completed within the next 6 months
SMART Goal: Through increasing communication and team building, I will build better relationships my team. I will take training to gain the needed coaching skills and prioritize weekly one on one meetings. I will also schedule 2 team building sessions. All these initiatives are to be completed by December 2014. Based on these efforts employees will be proactive in discussing issues with me and problems will be resolved efficiently which will ultimately lead to less attrition in my department.					
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Smart Casion Play

Brendan G. Carr

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