





Step-by-step Goal Worksheet

Team or Project	
Author and Date	
<p>Creating SMART goals keeps teams aligned to the organization's Vision. Take time away from your day-to-day responsibilities and help plan for your company's future. Then, share your goals with team members.</p>	
	

1. Establish the What, Who, Why, and How 	
What are we trying to achieve?	
Who is responsible?	
Why is this important to us?	
How will we accomplish this?	

2. Revise Into a SMART Goal 	
Specific – a sentence on what success looks like.	
Measurable – the metrics used to determine success or failure.	
Achievable – capability, commitment, and capacity.	
Relevant – the connection between this goal and others.	
Time Bound – A detailed description of the deadline.	

3. Decide When to Share the Goal 		
Weekly Team Meeting	Quarterly Planning Meeting	Annual Planning Meeting
State of the Company	1-on-1	-----