**Goal Setting Template**

**Reminders:**

1. Write goals that are **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime-bound (SMART) – Catapult has a SMART Goal Worksheet which you can use to develop goals.
2. If working with a manager, teammate or subordinate, collaborate to create goals by exchanging ‘bigger picture’ information about expectations and coming to a consensus.
3. Start with the end result in mind and clearly identify how success will be measured.
4. Always link individual employee goals to the higher-level organizational goals they are designed to support. Any goals planning should include a discussion of: “is the goal worthwhile or are the time and resources required excessive in relation to its importance to the organization?”

|  |  |
| --- | --- |
| Goal title |  |
| Description of Goal |  |
| Due date |  |
| Organizational goal this goal supports |  |
| Expected deliverables and dates |  |
| How will success be measured at goal posts? |  |
| Resources needed |  |
| Development plans needed to support performance |  |