

SMART Action Plan



SMART goals have a higher chance of success since they are specific, measurable, achievable, realistic, and timely. Supervisors please utilize the template below to outline the goal and action item(s) necessary to improve and/or attain the goal you have for your employee. After obtaining both signatures, please send the completed form to humanresources@sbts.edu.

Below is a list of sample questions to think through as you view a goal in terms of the SMART acronym:

S Specific	M Measurable	A Achievable	R Realistic	T Timely
<i>What is the precise and easily defined goal? Who is involved? What do I want to accomplish?</i>	<i>How will I know when it is accomplished or measure progress towards the goal?</i>	<i>Do I have the skills, access, time, etc. to achieve the goal? What will I need to achieve the goal?</i>	<i>How does this goal help to meet the overall objectives?</i>	<i>When will I achieve this goal? Or carry out the action items that will bring me to the goal? What is the deadline?</i>

Goal	
<i>Specific</i>	
<i>Measurable</i>	
<i>Achievable</i>	
<i>Realistic</i>	
<i>Timely</i>	

Action Item(s)	Desired Completion Date

Employee Signature

Date

Supervisor Signature

Date