

The SMART Goal Planner for Your Performance Review

Effective goal setting can help you to achieve career goals as you prepare for your performance review. Begin by creating 3-5 SMART goals annually that are specific, measurable, achievable, realistic, and time-based. Write them down. Review and record your progress weekly, adjust as needed, and celebrate your wins!

Example SMART Goal: Over the course of four months, I will become proficient at using Microsoft Excel by investing 7-10 hours per week to take a Microsoft Excel college course and earn an A grade.

S

Specific

What do I want to achieve? Be specific.

I want to improve my proficiency of Microsoft Excel.

M

Measurable

How will I measure my success?

I will invest 7-10 hours per week to take a Microsoft Excel college course, and I will earn an A grade.

A

Achievable

How will I achieve my goal? Is the goal realistic?

I will enroll in an online Microsoft Excel class offered through a college. This option will give me adequate time, accountability, and flexibility to be successful in advancing my skills.

R

Realistic

Why am I setting this goal? Is it relevant? How will this goal help me?

I am setting this goal to advance my Microsoft Excel skills and increase my productivity. This will allow me to utilize Excel features I don't know and spend less time creating and managing spreadsheets.

T

Time Frame

What is my time frame and deadline to complete this goal?

I will work on this goal between September-December during the Fall semester. The goal will be completed at the conclusion of the semester in December.

The SMART Goal Planner for Your Performance Review

Effective goal setting can help you to achieve career goals as you prepare for your performance review. Begin by creating 3-5 SMART goals annually that are specific, measurable, achievable, realistic, and time-based. Write them down. Review and record your progress weekly, adjust as needed, and celebrate your wins!

My goal is...

S

Specific

What do I want to achieve? Be specific.

M

Measurable

How will I measure my success?

A

Achievable

How will I achieve my goal? Is the goal realistic?

R

Realistic

Why am I setting this goal? Is it relevant? How will this goal help me?

T

Time Frame

What is my time frame and deadline to complete this goal?