**SMARTE** Goal Setting Work Sheet

*The purpose of this worksheet is to assist the Supervisor and Employee in developing goals during the check-in process. By using this tool, you ensure goals are specific, measurable, attainable, relevant, time bound, and equitable, leading to higher likelihood of your goals being met and results achieved. After goals are developed, a Supervisor and Employee can use this tool to review and evaluate the goals before finalizing.*

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|  | **Specific**  *What exactly do you want to accomplish?* | Click or tap here to enter text. |
|  | **Measurable**  *How will you measure progress and know when you have achieved your goal?* | Click or tap here to enter text. |
|  | **Attainable**  *Is attaining your goal realistic? Do you have the necessary resources? If not, how will you get them?* | Click or tap here to enter text. |
|  | **Relevant**  *How is your goal aligned with your position and the mission of the your team?* | Click or tap here to enter text. |
|  | **Time Bound**  *What is the deadline for achieving your goal?* | Click or tap here to enter text. |
|  | **Equitable**  *Is your goal aligned with the City’s commitment to a just and equitable workplace?* | Click or tap here to enter text. |

**SMARTE Goal** - *Review your answers to the above questions and write your SMARTE goal.*

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| Click or tap here to enter text. |