#  Goal Planning Template

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| Employee Information |
|  |
| Employee Name: |  |
| Employee ID: |  |  |  |
| Job Title: |  | Department: |  |
| Manager: |  |
| Date: |  | Review Period: |  to  |
|  |
| Instructions |
|  |
| Goals should always be: S – Specific M – Measurable A – Achievable R – Realistic T – Time Bound1. Goal/Objective. Briefly describe each goal/objective and when the goal/objective should be met or accomplished.
2. Measurement. How will the goal/objective be evaluated? (Use quantitative measures such as % or dollar increase in revenue or market share and/or use qualitative measures which are descriptive of criteria.)
3. Importance. Rank the goal as Essential, Important, or Desirable as follows:

*Essential* – required for job performance*Important* – helpful for job performance*Desirable* – asset for job performance |
| 1st Goal/Objective |
|  |
| Description:                |
|  |
| Measurement:               Importance: [ ]  Essential [ ]  Important [ ]  Desirable |

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| 2nd Goal/Objective |
|  |
| Description:                |
|  |
| Measurement:               Importance: [ ]  Essential [ ]  Important [ ]  Desirable |
| 3rd Goal/Objective |
|  |
| Description:                |
|  |
| Measurement:               Importance: [ ]  Essential [ ]  Important [ ]  Desirable |
| 4th Goal/Objective |
|  |
| Description:                |
|  |
| Measurement:               Importance: [ ]  Essential [ ]  Important [ ]  Desirable |
|  |