

Goal Setting Sheet Template

Name: _____

Role / Department: _____

Date: _____

1: Goal Overview

Goal Title	Area of Focus (e.g., Personal, Team, Strategic, Developmental)

2: SMART Goal Details

Criteria	Description
Specific	What exactly do you want to accomplish?
Measurable	How will you measure success? What are the key metrics?
Achievable	Is it realistic? What resources/support will you need?
Relevant	Why is this goal important now? How does it align with your broader objectives?
Time-Bound	What is the deadline or milestone dates?

3: Action Plan

Step	Task/Action	Owner	Deadline	Status
1				
2				
3				

4: Success Indicators

What outcomes will demonstrate success?

- _____
- _____
- _____

5: Progress Checkpoints

Date	Status	Progress Summary	Adjustments Needed

Section 6: Learnings and Reflections

What did you learn through pursuing this goal? What would you do differently?

- _____
- _____
- _____