# The Pulse Check



## Goal Planning Template

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| Employee Information |
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| Employee Name: |       Employee ID:       |
| Job Title: |        | Department: |       |
| Supervisor: |       |
| Date: |       | Review Period:  |            to            |
|  |
| Instructions |
|  |
| Goals should always be: S – Specific M – Measurable A – Achievable R – Relevant T – Time Bound1. Specific & strategic. Linked to position summary, departmental goals/mission, and/or overall organizational goals and strategic plans. Answers the question—Who? and What?
2. Measurement. This answers the question how. 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. **Ambitious but attainable**. Establishing targets that have a stretch element is critical to both individual development and organizational performance.
4. **Relevant (results oriented)**. The goals are aligned with current tasks and projects and focus in one defined area; include the expected result.
5. **Time Bound**. Goals have a clearly defined time-frame including a target or deadline date.
6. 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 |
| My 1st Goal/Objective |
|  |
| Description:                |
|  |
| Measurement: How will we know I’ve successfully achieved this goal?               **Relevance: How does this goal relate to my role?**               **Time frame for completion: When do I expect to complete this? What are the significant milestones?**               Importance: [ ]  Essential [ ]  Important [ ]  Desirable |

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| My 2nd Goal/Objective |
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| Description:                |
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| Measurement: How will we know I’ve successfully achieved this goal?               **Relevance: How does this goal relate to my role?**               **Time frame for completion: When do I expect to complete this? What are the significant milestones?**               Importance: [ ]  Essential [ ]  Important [ ]  Desirable |
| My 3rd Goal/Objective |
|  |
| Description:                |
|  |
| Measurement: How will we know I’ve successfully achieved this goal?               **Relevance: How does this goal relate to my role?**               **Time frame for completion: When do I expect to complete this? What are the significant milestones?**               Importance: [ ]  Essential [ ]  Important [ ]  Desirable |
| Resources Required |
|  |
| My 1st Goal/Objective:                |
|  |
| My 2nd Goal/Objective:               My 3rd Goal/Objective:                |
|  |
| My Commitment |
|  |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |