# 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 Bound   1. 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 | | | | | |
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| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |