

## GOAL PLANNING WORKSHEET

Program Attended:

Think about what you learned in this training program and, if applicable, review the Employee Development Worksheet you completed prior to attending. With this (these) in mind, use this worksheet to create goals to apply what you learned on the job.

What did you learn?

How can you apply it on the job?

**Set a goal that is S.M.A.R.T.** – Specific, Measurable, Achievable, Relevant and Timely

**Specific:** What exactly do you want to accomplish?

**Measurable:** How will you know when you have achieved your goal?

**Achievable:** Is achieving this goal realistic? Do you have the resources to achieve this goal?

**Relevant:** Why is this goal significant to your job?

**Timely:** When in the near future will you achieve this goal?

Start Date:

Date Achieved