

SMART Goal Setting Worksheet

1. What is my goal and when should I achieve it?



2. Is this goal possible, and if so, how do I achieve it?



3. What metrics will I use to track this goal and its completion?



4. Does the goal align with my team and company objectives?



Is my goal SMART?

Specific: Clear, well defined, and significant

☐ Yes ☐ No

Measurable: Quantified and meaningful - results show progress and completion

☐ Yes ☐ No

Achievable: Realistic and attainable

☐ Yes ☐ No

Relevant: Aligned with your responsibilities, company goals, or mission

☐ Yes ☐ No

Time-Bound: Has a target date of completion

☐ Yes ☐ No

OKR Goal Setting Worksheet

OBJECTIVES are blanket statements, or all-encompassing, goals. The best way to think about objectives is as a destination.

Where do you want to be when you reach your goal?



KEY RESULTS are the specific, measurable outcomes needed to reach your Objective. A good rule of thumb is 3-5 key results per objective.

What steps will you take to meet your Objective?



Who is involved in my OKR? Is it a company, team, or individual objective?



How will I measure my OKR?



List of potential obstacles:



What do I hope to learn from my goal?



Additional Notes



CARROTS is an easy-to-use platform that allows your managers to continuously engage your employees. Talk to a us today if you want to learn how you can drive employee engagement and improve performance.

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