WKU | *Department of* **Human Resources**

2019 SMART Goals and Reflection Worksheet

Use this worksheet to reflect on 2019 performance and opportunities for growth. You will also use this worksheet to develop SMART goals for 2020.

What is a **SMART** goal? It is a goal that is **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound. A chart is available on page 2 to assist with developing a SMART goal. Use as many copies of this worksheet as needed to create each of your SMART goals.

Employee Name: Office Associate

Supervisor Name:

Today's Date:

Step 1: 2019 Reflection

Please list 2-3 accomplishments from your 2019 performance:

- Learning a new field of work and adapted to a new industry
- Learned to be back up support for other positions within the department

Please list 2-3 areas of work in which you would like to improve, or skills you would like to learn:

- Advanced proficiency with Excel Spreadsheets
- Advanced proficiency with webpage design/management

Step 2: Departmental Goals and Strategic Plan Alignment for 2020

Working with your supervisor, determine your departmental goals/strategic plan and how you can contribute to reaching this goal:

- The department is working on numerous large projects and different areas that require reporting and experience excel users. I can contribute by learning Excel so that I can assist with these projects.
- Research professional development/educational opportunities available to enhance my current role

Step 3: Develop your SMART Goal

What is your goal in one sentence? *Don't worry, it does not have to be SMART yet; you will do that next!*

> To take advantage of campus training events and programs to enhance my knowledge of campus culture and initiatives so that I may grow in my career at WKU.

S.M.A.R.T.	Questions to help you develop your goal into a SMART Goal…
Specific	Does your goal clearly and specifically state what you are trying to achieve? If your goal is particularly large or lofty, try breaking it down into smaller, specific SMART goals.
	Your Turn: Yes, adding to and improving upon my current skillset by attending trainings and seminars offered by WKU departments and groups.
Measurable	How will you (and others) know if progress is being made on achieving your goal? Can you quantify or put numbers to your outcome? How will you measure it?
	Your Turn: Completion of courses/work shops
Achievable	What actions must you take to complete this goal? You will require the help of others? What factors may prevent you from accomplishing your goal?
	Your Turn: Register for training seminars and ask for resources to attend additional trainings on new skills such as Excel.
Relevant	Why is achieving this goal important to you and your job and/or department? What value will be achieving your goal add?
	Your Turn: Professional and personal development while enhancing my ability to improve performance creating the possibility for growth within my department.
Time-bound	When will you reach your goal? *Again, if your goal is particularly large, try breaking it down into smaller goals with appropriate incremental deadlines.*
	Your Turn: I will attend at least three trainings during calendar year 2020.

Step 4: Create an Action Plan

What is the first step you must take to achieve your goal? *Feel free to create a more detailed step-by-step plan outside of this document.*

> Make a list of three specific areas in which I would like to grow my skills and determine which areas on campus offer this type of training.

Step 5: Determine Obstacles

What obstacles do you anticipate as you work to reach your goal? How will you address the challenge(s) if they arise?

> Obstacle: Finding time to leave my desk as I am the receptionist for the office.
> Solution: Working with teammates to ensure there is front desk coverage while I'm away at training.

Congratulations on creating a SMART goal!

Supervisors and Employees should each retain a copy of this SMART Goal and check in together on progress, achievements, and obstacles. When you've met your goal, be sure to share your supervisor and celebrate your success!