## SMART Goal Development Guide

Supervisors and employees can collaboratively use this 4-step guide to develop a high-quality individual development goal that is clearly understood, motivating, measurable, and aligned with the needs of both the department and the employee.

<table>
<thead>
<tr>
<th>Step</th>
<th>Department Strategic Objective</th>
<th>Personal Development Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select one area of the department strategic plan that is relevant to the employee’s performance</td>
<td>Select one area of personal development specifically desired by the employee</td>
</tr>
</tbody>
</table>

### Aligned Individual Development Objective

Consider the overlap between the department and personal development objectives identified in Step 1 and list one action or behavior that the employee can do that will benefit both objectives (use only one action or behavior per form).

### SMART Goal

Now that you identified the action or behavior, use the prompts below to build out a SMART goal to ensure best results.

- **Specific**
  - Exactly who…
  - Is going to do exactly what?
  - Where or under what context is this going to get done?

- **Measurable**
  - To what level is this action or behavior going to get done?
  - What percentage of accuracy?
  - How many times will it happen?

- **Attainable**
  - Does this goal represent a challenging increase based on the employee’s current performance?
  - Based on current conditions and employee performance, is this goal realistic to achieve?

- **Relevant**
  - Does this goal align with both objectives in Step 1? [ ] Yes [ ] No (If no, review Step 2 to ensure goal is strategically aligned)

- **Time-bound**
  - When will this goal be achieved? (due date)

### Finalized SMART Goal

Write your finalized Individual Development Goal here including the SMART goal components from Step 3.

For questions or consultation, contact:

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