

SMART Goal-setting worksheet for the workplace

Instructions:

This worksheet is designed to help set clear, structured goals for tasks using the SMART framework (**Specific, Measurable, Achievable, Relevant, and Time-bound**). It is particularly useful for:

- **For Managers/Supervisors/Mentors.** Use this worksheet to define goals before assigning tasks. It ensures clarity, identifies required accommodations, and provides a roadmap for successful completion.
- **For Employees (including autistic individuals).** Use this worksheet to understand and track your tasks or projects. Breaking down goals into manageable steps will help you stay organized and reduce uncertainty.

Each section guides you through creating structured goals, breaking down complex tasks, and identifying the support needed for successful execution. This collaborative approach helps foster clear communication, inclusivity, and productivity in the workplace.

1. Specific (S)

What exactly needs to be done? Be clear and detailed about the task or project.

Example: "Complete the monthly sales report with accurate data from the last 30 days."

Your Goal:

2. Measurable (M)

How will progress or success be measured? Define a clear metric or outcome.

Example: "The report must include total sales, customer demographics, and top-performing products."

Your Goal Measurement:

3. Achievable (A)

Is the goal realistic? Does the employee have the resources, skills, or time needed? If not, what support is required?

Example: "Ensure access to sales data and software needed to compile the report."

Your Plan for Achieving It:

4. Relevant (R)

Why does this goal matter? Connect it to the larger objectives of the team or company.

Example: "This report will help the sales team identify trends and improve future strategies."

Relevance to the Organization:

5. Time-bound (T)

What is the deadline? Be specific about when the goal needs to be completed.

Example: "Submit the sales report by the 25th of each month."

Deadline for Your Goal:

Breaking Down the Goal into Steps

(Optional for larger projects or tasks)

- Step 1: _____
 - Step 2: _____
 - Step 3: _____
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Additional support or accommodations needed

Does the employee need additional tools, support, or adjustments to complete the goal?

- Yes (list below)
- No

Examples of support:

- Clear written instructions.
- Regular check-ins or progress updates.
- Access to specific tools or technology.

Support Required (if any):

Reflection after completion (optional):

Did the SMART goal framework help in achieving this task? What could be improved next time?

This worksheet not only helps with goal-setting but also ensures clarity, structure, and support for employees, creating a productive and inclusive workplace.