



SMART Goals Worksheet

Goals

Goals, also known as Individual Performance Measures (IPMs)/Performance Objectives at Mines, are a critical building block of the performance management process. Setting clear, objective goals at the beginning of the year, and at the start of a new role, creates clarity for each employee and each manager, around what makes them successful.

The SMART method is a commonly used approach to help create objective goals for every team member. *Keep in mind that goals can and should be revisited throughout the performance management cycle.*

Questions to Consider for the SMART Method	
Specific Make your goals clear and specific.	<ul style="list-style-type: none">• What is it exactly we want to accomplish here? (Use action words, organize, develop, build)• Who is involved?• What do the stakeholders expect?• Which specific activities need to be accomplished?
Measurable Define what evidence will prove you're making progress and reevaluate when necessary.	<ul style="list-style-type: none">• How will you know when the objective has been achieved?• What numeric or descriptive indicators will you look for to measure success and progress?• Is data readily available to measure success and progress?
Attainable Make sure you can reasonably accomplish your goal and have the appropriate resources to do so.	<ul style="list-style-type: none">• Do we have financial capacity to support this goal?• Do the assigned people have sufficient ability, skills, and time to carry this out?• What other types of resources are needed? (People, technology, training, space, equipment)
Relevant Your goals should be relevant to your role and align with Mines strategies.	<ul style="list-style-type: none">• Why are the above efforts worthwhile?• Is timing and required effort appropriate compared to other priorities??• How does this goal align with broader efforts or needs?
Time-Bound Set a realistic end date for prioritization and accountability.	<ul style="list-style-type: none">• What is the deadline?• When will we undertake certain activities to get started?• When can we expect to see short term outcomes?



Worksheet

Use the below table to work on your/your team's goals.

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