

**SAMPLE: SMART Goal Worksheet**

<b>Goal</b> <i>What will be accomplished?</i>	<b>Goal Plan</b> <i>How will it be accomplished?</i>	<b>Measurement</b> <i>What is the result?</i>	<b>Timetable</b> <i>When will it be accomplished?</i>
<p>Implement informal reward and recognition practices in XYZ department to foster teamwork and build morale</p>	<ul style="list-style-type: none"> <li>• Solicit ideas from staff on creative recognition</li> <li>• Develop recognition standards for department</li> <li>• Begin weekly staff meetings with kudos</li> <li>• Attend recognition training for managers</li> <li>• Implement peer recognition strategies: Bright Ideas and ABCD Award</li> <li>• Implement monthly birthday celebrations</li> <li>• Plan Chili Cookoff and 2 other departmental events</li> <li>• Communicate award recipients and events to all members of XYZ Department</li> </ul>	<p>Staff members are informally recognized for accomplishments weekly</p> <p>Staff members recognize each other using Bright Ideas and ABCD Awards</p> <p>Birthday celebrations are held each month to recognize 34 staff members</p> <p>Staff members participate and attend departmental events such as Chili Cookoff</p> <p>XYZ departmental staff are well informed regarding award winners and department events; attendance is high</p>	<p>Standards will be developed and reviewed by all staff during 2 meetings in January</p> <p>Staff meeting kudos will begin February 1st</p> <p>Recognition training for managers will be held March 16-18</p> <p>10 Monthly birthdays held from January to May and July to November</p> <p>Chili Cookoff will be held before Super Bowl weekend</p> <p>Department holiday event will be held in December; others TBD</p> <p>Communications regarding award winners and department events will be distributed as needed</p>