

SMART Goal Setting Template

OKR & KPI Aligned Goal Framework | HR Kingsman — Arseel Nasher, MBA, SHRM-SCP

■ *Goals must be SMART: Specific, Measurable, Achievable, Relevant, Time-bound. Align all goals with departmental and organizational objectives. Review quarterly and update as needed.*

■ EMPLOYEE & PERIOD DETAILS

Employee Name		Department	
Job Title		Manager	
Goal-Setting Period		Review Date	

■ GOAL 1

Goal Statement (What will be achieved?)	
Specific (What exactly?)	
Measurable (How will success be measured?)	
Achievable (Is this realistic with available resources?)	
Relevant (How does this link to org objectives?)	
Time-Bound (Deadline / Milestones)	
Priority Level	■ High ■ Medium ■ Low
Resources / Support Needed	
Q1 Progress	
Q2 Progress	
Q3 Progress	
Year-End Result	

■ GOAL 2

Goal Statement (What will be achieved?)	
Specific (What exactly?)	
Measurable (How will success be measured?)	
Achievable (Is this realistic with available resources?)	
Relevant (How does this link to org objectives?)	
Time-Bound (Deadline / Milestones)	
Priority Level	■ High ■ Medium ■ Low
Resources / Support Needed	

SMART Goal Setting Template

Goal Statement (What will be achieved?)	
Q1 Progress	
Q2 Progress	
Q3 Progress	
Year-End Result	

■ GOAL 3

Goal Statement (What will be achieved?)	
Specific (What exactly?)	
Measurable (How will success be measured?)	
Achievable (Is this realistic with available resources?)	
Relevant (How does this link to org objectives?)	
Time-Bound (Deadline / Milestones)	
Priority Level	■ High ■ Medium ■ Low
Resources / Support Needed	
Q1 Progress	
Q2 Progress	
Q3 Progress	
Year-End Result	

■ GOAL 4

Goal Statement (What will be achieved?)	
Specific (What exactly?)	
Measurable (How will success be measured?)	
Achievable (Is this realistic with available resources?)	
Relevant (How does this link to org objectives?)	
Time-Bound (Deadline / Milestones)	
Priority Level	■ High ■ Medium ■ Low
Resources / Support Needed	
Q1 Progress	
Q2 Progress	

SMART Goal Setting Template

Goal Statement (What will be achieved?)	
Q3 Progress	
Year-End Result	

■ GOAL 5

Goal Statement (What will be achieved?)	
Specific (What exactly?)	
Measurable (How will success be measured?)	
Achievable (Is this realistic with available resources?)	
Relevant (How does this link to org objectives?)	
Time-Bound (Deadline / Milestones)	
Priority Level	■ High ■ Medium ■ Low
Resources / Support Needed	
Q1 Progress	
Q2 Progress	
Q3 Progress	
Year-End Result	

■ SIGN-OFF

Role	Name	Signature	Date
Employee			
Manager			
HR			