



## GOAL SETTING WORKSHEET

| Company/ Department:<br>Year:<br>Ultimate Goal:  |   |                   | Specific<br>Measurable<br>Attainable<br>Relevant<br>Timebound |
|--|---|-------------------|---|
| Specific Goals<br>[focus on what not how – answer: what, who and why questions - rationale should be related to business strategy] | Metric – how are you going to measure success | Next Action & Who | Completion Date   |
| 1.   |   |                   |   |
| 2.   |   |                   |   |
| 3.   |   |                   |   |

Express your goals in the present tense e.g. I have spoken to 20 potential customers; I have launched a Beta Programme; I have recruited my first full time employee.