**SMART** is an acronym that can help you and your manager identify the associated goals and success criteria for each of your manager’s expectation.

**SPECIFIC**: Who, what, where, when, and why of the achievement

**MEASURABLE**: Clear measures of success, key metrics and milestones

**ATTAINABLE**: Achievable, and also provides a stretch opportunity to develop and grow

**RELEVANT**: Results focused, aligned to Org/BU priorities, and produces tangible results

**TIME-BOUND**: A due date gives focus and sense of urgency to the work

**Instructions**

Identify the specific goals associated with each of your expectations. Describe the goal, success and measurable result, and the associated due dates.

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| EXPECTATION: | | |
| GOAL 1: | DEFINE SUCCESS: | DUE DATES: |
| GOAL 2: |  |  |
| GOAL 3: |  |  |
| EXPECTATION: | | |
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