

Goal Planning Worksheet



Think about what you learned in this training program and how you can apply it to your job. Use this worksheet to plan specifically how you will put what you learned to work. Use additional worksheets to create other training-related goals.

What did you learn?

How can you apply it on the job?

Set a goal that is SMART- *Specific, Measureable, Achievable, Relevant and Timely*

Specific: *What exactly do you want to accomplish?*

Measureable: *How will you know when you have achieved your goal?*

Achievable: *Is achieving this goal realistic? Do you have the resources to achieve this goal?*

Relevant: *Why is this goal significant to your job?*

Timely: *When will you achieve this goal?*

Target Date: _____ Start Date: _____ Date Achieved: _____