

worktango

SMART AND OKR GOAL- SETTING

Template



SMART GOAL-SETTING TEMPLATE

SMART

What is my goal?

What do I need to accomplish my goal?

1.

2.

3.

S	SPECIFIC	Specific goals are direct, detailed, and meaningful.
M	MEASURABLE	Measurable goals are quantifiable and can be tracked to monitor progress or success.
A	ATTAINABLE	Attainable goals are realistic and require employees to have the tools or resources to attain them.
R	RELEVANT	Relevant goals align with your company mission and will push a business forward.
T	TIME-BASED	Time-based goals are time-bound and have a definite completion date.



List of potential obstacles:

1. _____
2. _____
3. _____
4. _____
5. _____

What do I hope to learn from my goal?

1. _____
2. _____
3. _____
4. _____
5. _____

Notes:



OKR GOAL-SETTING TEMPLATE

OKR

Objectives are blanket statements, or all-encompassing, goals. The best way to think about Objectives is as a destination.

Where do you want to be when you reach your goal?

Key Results are the specific, measurable outcomes needed to reach your Objectives. A good rule of thumb is 3-5 Key Results per Objective.

What steps will you take to meet your Objective?

1.

2.

3.

4.

5.



Who is involved in my OKR? Is it a company, team, or individual objective?

How will I measure my OKR?

List of potential obstacles:

1.

2.

3.

4.

5.



What do I hope to learn from my OKRs?

1. _____
2. _____
3. _____
4. _____
5. _____

Notes:

For those of us who have been waiting for the world to truly put the employee experience first – this is our moment.

WorkTango revolutionizes how the world's most forward-thinking companies engage and inspire their people. We offer the only Employee Experience Platform that enables meaningful recognition and rewards, offers actionable insights through employee surveys, and supports alignment through goal setting and feedback.

WorkTango is built for the workplace we all want to be a part of – where priorities become clear, achievements are celebrated, and employees have a voice.

Request a demo, or learn more at worktango.com

