**TSG-Quarterly Check-Ins**

**SMART GOAL SETTING**

SMART goals are a framework designed to help individuals and organizations create clear, achievable objectives. The SMART acronym stands for Specific, Measurable, Achievable, Relevant, and Time-bound. Here's a breakdown of each component:

**Specific:**

* Clearly define the goal. Be precise about what you want to achieve.
* Ask yourself: What exactly do I want to accomplish? Why is this goal important? Who is involved? Where will it happen? What resources are required?

*Example: Instead of a vague goal like "Increase sales," a specific goal would be "Increase monthly sales by 15% in the next quarter through targeted marketing campaigns."*

**Measurable:**

* Establish concrete criteria to measure progress toward the goal.
* Ask yourself: How will I track progress and know when the goal is achieved? What are the quantifiable indicators of success?

*Example: Instead of "Improve customer satisfaction," a measurable goal would be "Achieve a customer satisfaction rating of 90% or higher in customer surveys by the end of the year."*

**Achievable:**

* Ensure that the goal is realistic and attainable, given the available resources and constraints.
* Ask yourself: Is the goal realistic with the resources and time available? Can I reasonably achieve this goal?

*Example: Instead of setting an unrealistic goal like "Double the number of clients in one month," an achievable goal might be "Increase the client base by 20% over the next six months through targeted marketing and referral programs."*

**Relevant:**

* Ensure that the goal aligns with broader objectives and is relevant to the individual or organization.
* Ask yourself: Does this goal matter? Is it aligned with broader objectives? Why is it worthwhile?

*Example: If the overall organizational objective is to expand into new markets, a relevant goal might be "Launch and establish products/services in two new international markets within the next year."*

**Time-bound:**

* Set a specific timeframe for achieving the goal. This creates a sense of urgency and helps prevent procrastination.
* Ask yourself: What is the deadline for achieving this goal? Is there a sense of urgency?

*Example: Instead of "Improve employee training," a time-bound goal would be "Roll out a new employee training program by the end of the second quarter, with all staff completing the training by the end of the third quarter."*

Quarterly Check-Ins create a framework that provides clarity, focus, and a higher likelihood of success. SMART goals are a powerful tool for personal and professional development, project management, and organizational planning.

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**TSG Quarterly Check-Ins**

**Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Quarter:\_\_\_\_\_\_ Year:\_\_\_\_\_\_\_ Today’s Date:\_\_\_\_\_\_\_\_**

**Acknowledgements:**

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**SMART Goals for Upcoming Quarter:**  
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Employee’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_

Supervisor’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_