

GOAL SETTING WORKSHEET

Instructions: Use this worksheet to document the goals that you and your supervisor agree to for the upcoming performance review cycle. Once Workday opens for goal setting, enter the information below.

Goal Setting Guidance:

- Set no more than 3-5 goals
- Consider a blend of organizational (focused on the work) and individual (focused on you) development goals
- Goals can be short term or long term – monthly, quarterly, or full year
- If you are a supervisor, set a goal that targets your role as supervisor

Goal	Description <i>(Metrics for Success - Intended Results or Outcomes)</i>	Date
1.		
2.		
3.		
4.		
5.		