thrive at work

FREE TEMPLATE · PERFORMANCE

Performance goals worksheet

Set three to five clear goals with measures, milestones and the support needed to reach them.

How to write a good goal

- **Specific:** say exactly what will be different.
- **Measurable:** name the number, date or output that shows success.
- **Achievable:** fits the time and people actually available.
- **Relevant:** connects to a team or company priority.
- **Time-bound:** has a clear deadline and check-in dates.

Weak goal	Strong goal
Improve customer service.	Reduce average first-response time on support tickets from 8 to 4 working hours by June 30.
Be a better manager.	Hold a monthly one-to-one with each of my 6 direct reports and agree a development goal with each by March 31.
Learn data analysis.	Complete an introductory SQL course and build the monthly churn report myself by the end of Q2.

Goals for this period

Employee	
Manager	
Period	

Goal	How success is measured	Deadline	Support needed

Goal	How success is measured	Deadline	Support needed

Milestones

Goal	Milestone	Date

Workload check

Before agreeing goals, check they fit alongside the day-to-day work. Goals that need more hours than exist lead to missed deadlines and exhaustion, not stretch.

- What will be stopped or delayed to make room for these goals?
- Are any goals in conflict with each other?
- Which goal matters most if time runs short?

Check-ins

Date	Progress and blockers	Next step

> **About thrive at work.** thrive at work is an employee engagement platform that also measures capacity to perform. One anonymous survey shows which teams are thriving and which are running low, then turns results into action plans. thriveatwork.ai