**Empathic SMART Goals Builder**

This toolkit is designed to help managers craft SMART goals that balance strategic outcomes with team well-being.

**1. Plug-and-Play SMART Goal Template**

**Goal:** [Action] + [Frequency/Scope] + [Timeline] + [Success Criteria]

**Empathic Intent:** [How it supports team well-being]

**Example:**   
  
Conduct bi-weekly 1-on-1s with all team members for the next 3 months, using a shared agenda template and tracking action items.

**2. Empathy + Strategy Prompts**

• What’s a team or personal challenge you want to address?

• What outcome would signal progress?

• How can you design the goal to support both business and people outcomes?

• How will you communicate this goal with empathy and clarity?

**3. Real-World Goal Trackers**

Goal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check-in Frequency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Progress Notes:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Outcome Summary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_