

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: _____