

SMART Goal Template for

Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language, but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

Initial Goal (Write the goal you have in mind):

1. Specific (What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?)

2. Measurable (How can you measure progress and know if you've successfully met your goal?):

3. Achievable (Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?):

4. Relevant (Why am I setting this goal now? Is it aligned with overall objectives?):

5. Time-bound (What's the deadline and is it realistic?):

S.M.A.R.T. Goal (Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed):

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Next steps:

List out actionable steps, outlining the order in which they to be completed.

To ensure progress is being made on the steps, establish specific checkpoints along the way that indicate progress towards the overall goals are being made.

At the checkpoints, identify any potential issues and take action to make corrections before it is too late.

Adjust goals as needed to ensure that the goal is achieved and the action plan is working as expected.