

S.M.A.R.T. Goals Template

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

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

1. **Specific** *(What needs to be accomplished? Who needs to be included? When does it have to be done? Why is this a goal?)*
2. **Measurable** *(How can you measure progress and know if you've successfully met the goal?):*
3. **Achievable** *(Are skills there 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 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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