

Smart Goals Worksheet

Goal Name	
Draft Goal Description	Brainstorm and compose your initial thoughts for the goal.
S Specific	What do you want to accomplish? Who needs to be involved? When do you want to do this? Why is this important?
M Measurable	How can you measure progress and determine if you have successfully met the goal? What metrics will you use?
A Attainable	Is this goal achievable given your current resources and skills? What other dependencies will lead to success? Is this goal within reach but not too easy? The goal should challenge and push you to grow.
R Relevant	With which strategic priority does this goal align? What overall objectives will this goal contribute to? Why am I setting this goal?
T Timebound	What is the deadline or time frame for completion? Is it realistic?