

SMART Goal-Setting

Name: _____

Date: _____

GOALS: _____

| | | | |
|----------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| S | Specific | <ul style="list-style-type: none"> •What do I want to accomplish? •Why do I want to accomplish this? •What are the requirements? •What are the constraints? | |
| M | Measurable | <ul style="list-style-type: none"> •How will I measure my progress? •How will I know when the goal is accomplished? | |
| A | Achievable | <ul style="list-style-type: none"> •How can the goal be accomplished? •What are the logical steps I should take? | |
| R | Relevant | <ul style="list-style-type: none"> •Is this a worthwhile goal? •Is this the right time? •Do I have the necessary resources to accomplish this goal? •Is this goal in line with my long-term objectives? | |
| T | Time-Bound | <ul style="list-style-type: none"> •How long will it take to accomplish this goal? •When is the completion of this goal due? •When am I going to work on this goal? | |