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| SMART | Questions |
| **S**pecific | *What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?* |
| **M**easurable | *How can you measure progress and know if you’ve successfully met your goal?* |
| **A**chievable | *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?* |
| **R**elevant | *Why are you setting this goal now? Is it aligned with overall objectives?* |
| **T**ime-Bound | *What’s the deadline? Is it realistic?* |

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

**Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date by which you plan to achieve your goal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Your goal in one sentence:

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1. **Specific.** What will the goal accomplish? How and why will it be accomplished?

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2. **Measurable.** How will you measure whether the goal has been achieved (list at least two indicators)?

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3. **Achievable**. Is it possible? Have others done it successfully? Do you have the necessary knowledge, skills, abilities, and resources to accomplish the goal? Will meeting the goal challenge you without defeating you?

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4. **Relevant**. *Why are you setting this goal now? Is it aligned with overall objectives?* Why is this goal important to you?

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5. **Time-bound.** What is the established completion date and does that completion date create a practical sense of urgency?

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**Revised goal in one sentence:**

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