

SMART GOALS TEMPLATE

S	Specific	<ul style="list-style-type: none">• Who is involved?• What do I want to achieve?• When do I need to achieve this?• Why is the goal important?	
M	Measurable	<ul style="list-style-type: none">• How will I measure my progress?• How will I know if my goal is achieved?	
A	Achievable	<ul style="list-style-type: none">• Will it be clear when the goal is complete?• Is it reasonable to complete the goal in the time allotted?	
R	Relevant	<ul style="list-style-type: none">• Is this goal related to my overall success (or the success of my business/organization)	
T	Time-Bound	<ul style="list-style-type: none">• How long should it take to accomplish this goal?• When will I check in on whether or not the goal has been completed?• Am I ready to start work on the goal?	