

SMART Goal Worksheet



Use this SMART Goal Worksheet to help you set and achieve specific, measurable and attainable goals that are relevant and aligned to overall objectives.

Simple Goal	Start with a simple goal, and then we'll make it SMART!
S Specific	What do you want to accomplish? Why do you want to accomplish it? Who should be involved? Where will this take place?
M Measurable	How will you measure progress of your goal? How will you know when you've successfully attained your goal?
A Attainable	Is the goal attainable with your current skills and resources? If not, can you obtain these requirements?
R Relevant	Is this goal aligned with overall objectives? Is this goal a current priority?
T Timely	When do you hope to achieve this goal by? When's the target? When's the deadline?
SMART Goal	Rewrite your "Simple Goal" as a "SMART Goal". Make sure that your SMART goal is Specific, Measurable, Attainable, Relevant and Timely!