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

Visit [**SpriggHR.com**](https://sprigghr.com/) for more useful resources!