

S.M.A.R.T. GOALS WORKSHEET

Courtesy of smartsheet.com, 2019

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language, but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

INITIAL GOAL

Write the goal you have in mind

S

SPECIFIC

What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?

M

MEASURABLE

How can you measure progress and know if you've successfully met your goal?

A

ACHIEVABLE

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

RELEVANT

Why am I setting this goal now? Is it aligned with overall objectives?

T

TIME-BOUND

What's the deadline and is it realistic?

SMART GOAL

Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed

