

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

SMARTINNO ENGINEERING

Crafting S.M.A.R.T. Goals are designed to help team members identify if what they want to achieve is realistic and determine a deadline. Write S.M.A.R.T. Goals using concise language, but include relevant information. These are designed to help SMARTINNO team members succeed, so be positive when answering the questions. [Send response to:ceo@martinno.net](mailto:ceo@martinno.net)

INITIAL GOAL	Write the goal of your Assigned Task/Activities and Project Name
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 assigned date,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

ADDITIONAL INFO.

- Team Member Name:
- Team Leader Name :
- Date &Time:
- Approval Comments:
- Manager Name :
- Date &Time:

Write additional thoughts here...