

SMART Goals Template

SMART is an acronym that stands for *Specific, Measurable, Achievable, Relevant, and Time-bound*. These criteria can help you clarify your goals and set boundaries around them so you can set a lofty goal, while also thinking through tactics to help you better achieve them.

- **Specific:** Uncover and document the who, what, when, where, and why of your goal to clear up any uncertainty about it.
- **Measurable:** Assign a number or value to your goal so you can measure your progress and pivot when needed to meet your goal successfully.
- **Achievable:** Ensure you can actually accomplish your goal by exploring all possible constraints or limitations that might impede progress.
- **Relevant:** Identify a key outcome of the goal. This provides clarity on why you're doing work and how the outcome of that work will benefit you, your project, or your organization.
- **Time-bound:** Assign a deadline to your goal. This not only keeps your goal measurable and realistic. It also keeps everyone involved aligned on what needs to be accomplished by when to meet the goal.

Instructions:

Use the SMART criteria on the following page to dissect your goal, then write a single SMART goal statement in the final section.

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Specific:

Measurable:

Achievable:

Relevant:

Time-bound:

Final SMART goal statement: