

## SMART Goals Worksheet

A SMART goal meets the criteria of the terms of the acronym SMART: Specific, Measurable, Achievable, Relevant, and Time-bound.

Acronym	Description	Developing SMART Goals
<b>S</b>	<b>Specific</b>	Goals are clear, detailed and unambiguous. A specific goal will usually answer the five "W" questions: <ul style="list-style-type: none"> <li>• What do I want to accomplish?</li> <li>• Why is this goal important?</li> <li>• Who is involved?</li> <li>• Where is it located?</li> <li>• Which resources or limits are involved?</li> </ul>
<b>M</b>	<b>Measureable</b>	This term stresses the need for concrete criteria for measuring progress toward the attainment of the goal. If a goal is not measurable, it is not possible to know whether progress toward successful completion is being made. A measurable goal will usually answer questions such as: <ul style="list-style-type: none"> <li>• How much?</li> <li>• How many?</li> <li>• How will I know when it is accomplished?</li> </ul>
<b>A</b>	<b>Achievable</b>	This term stresses the importance of goals that are realistic and achievable. While an achievable goal may stretch the goal-setter in order to achieve it, the goal is not extreme. An attainable goal may cause goal-setters to identify previously overlooked opportunities to bring themselves closer to the achievement of their goals. An attainable goal will usually answer the question: <ul style="list-style-type: none"> <li>• How can the goal be accomplished?</li> </ul>
<b>R</b>	<b>Relevant</b>	A relevant goal must represent an objective that the goal-setter is willing and able to work towards. A relevant goal will usually answer the question: <ul style="list-style-type: none"> <li>• Does this seem worthwhile?</li> <li>• Who else thinks this is worthwhile?</li> </ul>
<b>T</b>	<b>Time Bound</b>	The fifth term stresses the importance of giving goals a target date. A commitment to a deadline helps focus efforts on completion of the goal on or before the due date. Timeliness is intended to prevent goals from being overtaken by the day-to-day crises that invariably arise in an organization. A timely goal will usually answer the question: <ul style="list-style-type: none"> <li>• When?</li> <li>• What can I do 6 months from now?</li> <li>• What can I do 6 weeks from now?</li> <li>• What can I do today?</li> </ul>
	<b>Reevaluate Reward</b>	As goals are being developed and phases of different goals are being accomplished, reevaluate each goal to make sure they are still relevant and achievable. Once goals have been accomplished, celebrate in their accomplishment and start developing new SMART goals.

The following template will help in the writing of a SMART Goal:

(I or accountable party) will (action word/s) (object of the goal) by (time) for the purpose of (relevance/results).

**SMART goal:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How is this goal Specific?

How is this goal Measurable?

How is this goal Achievable?

How is this goal Relevant?

How is this goal Time-bound?

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\_\_\_\_\_  
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