



Set SMART Goals — Use this simple format to get started with writing SMART Goals.

Specific

Measurable

Achievable

Relevant

Time-based

Do what (Relevant?)

Example 1: Increase non-warranty service appointments...

Example 2: Read and take notes on 3 Automotive News articles

From what

...from 25 a week...

(0)

To what (Challenging? Achievable?)

...to 27 a week...

(3)

By when

...in 3 months

...each week

Try your SMART Goal here

Enter or write your final SMART goal here