



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

Team Tool

Specific

Measurable

Achievable

Relevant

Time-based

Do what (<i>Relevant?</i>)	From what	To what (<i>Challenging? Achievable?</i>)	By when
Example 1: Increase non-warranty service appointments...	...from 25 a week...	...to 27 a week...	...in 3 months
Example 2: Read and take notes on 3 Automotive News articles	(0)	(3)	...each week
<i>Try your SMART Goal here</i>			
<i>Enter or write your final SMART goal here</i>			