

# S.M.A.R.T GOAL WORKSHEET

## INITIAL GOAL STATEMENT:

### SPECIFIC:

- What do you want to accomplish? Who needs to be included?
- When do you want to do this? Why is this a goal?

### MEASURABLE:

- How can you measure progress and know if you've successfully met your goal?

### ACHIEVABLE:

- Do you have the personnel/finances/resources required to achieve the goal? If not, can you obtain them?
- Is the amount of effort required on par with what the goal will achieve?

### RELEVANT:

- Why are you setting this goal now? Is it aligned with the strategic plan?

### TIME-BOUND:

- What is the deadline and is it realistic?
- Are there other projects that will not get done if this becomes a priority?

### S.M.A.R.T. GOAL:

- Review what you wrote above and craft a new goal statement based on what your answers have revealed.