Template for writing a S.M.A.R.T. Goal

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language, but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

Initial Goal (Write the goal you have in mind):

_____

1. Specific (What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?)

_____
_____
_____

2. Measurable (How can you measure progress and know if you've successfully met your goal?):

_____
_____
_____

3. Achievable (Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?):

_____
_____
_____

4. Relevant (Why am I setting this goal now? Is it aligned with overall objectives?):

_____
_____
_____

5. Time-bound (What's the deadline and is it realistic?):

_____
_____
_____

S.M.A.R.T. Goal (Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed):

_____
_____
_____