**Smart Goals Template**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **SPECIFIC** | ***What do I want to achieve or accomplish?***  ***Why do I want to accomplish it?***  ***What needs to be done to achieve this goal?***  ***Who needs to be involved when accomplishing this goal?***  ***Are there any challenges to be overcome?*** |  |
| **MEASURABLE** | ***How do I measure my progress towards achieving the goal I have set above?***  ***How do I know when I have successfully met my goal?*** |  |
| **ACHIEVABLE** | ***Do I have the skills, time, or know-how to achieve this goal?***  ***If any of the above is lacking, how do I go around this?*** |  |
| **RELAVANT** | ***Why is it important that I achieve this goal?***  ***How will it impact me if I achieve this goal?*** |  |
| **TIMELY** | ***What is the due date for accomplishing this goal?***  ***Is the due date realistic, and can I meet it?*** |  |
| **SMART GOAL:** | | |