**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:** |