

SMART Goal-Setting

Name: _____

Date: _____

GOALS: _____

S	Specific	<ul style="list-style-type: none">•What do I want to accomplish?•Why do I want to accomplish this?•What are the requirements?•What are the constraints?	
M	Measurable	<ul style="list-style-type: none">•How will I measure my progress?•How will I know when the goal is accomplished?	
A	Achievable	<ul style="list-style-type: none">•How can the goal be accomplished?•What are the logical steps I should take?	
R	Relevant	<ul style="list-style-type: none">•Is this a worthwhile goal?•Is this the right time?•Do I have the necessary resources to accomplish this goal?•Is this goal in line with my long-term objectives?	
T	Time-Bound	<ul style="list-style-type: none">•How long will it take to accomplish this goal?•When is the completion of this goal due?•When am I going to work on this goal?	