

# SMART *Goal*

Initial Goal	Write your goal here.
S Specific	Your goal should be well defined, detailed and clear.
M Measurable	Is your goal measurable? You should be able to tell when you reach your goal.
A Achievable	Can you reach the goal, taking into account your available time, skills, and financial status?
R Relevant	Is the expected result relevant to my current priorities and long-term aspirations? Does this goal support my personal aspirations or the strategic objectives of the organization?
T Time-Bound	Set a start and finish date for your goal. Start Date: _____ Finish Date _____
SMART Goal	Revise your goal based on the answers to the questions above.