SMART Goal

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| Initial Goal | Write your goal here. |
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| S  Specific | Your goal should be well defined, detailed and clear. |
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| 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. |
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**Action Plan**

**What steps do you need to take to get you to your goal?**

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| --- | --- | --- |
| Action Items | Expected Completion Date | Actual Completion Date |
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**Potential Obstacles and Solutions**

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| --- | --- |
| Potential Obstacles | Potential Solutions |
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