

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.

Action Plan

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

Action Items	Expected Completion Date	Actual Completion Date

Potential Obstacles and Solutions

Potential Obstacles	Potential Solutions