SMART Goal Setting Worksheet

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| **Initial Goal** |  |
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| **S****Specific** | Your goal should be well defined, detailed and clear. Try to relate to the five “W” questions:1. Who needs to be involved?
2. What do I need to do?
3. Where will I reach this goal?
4. When will I reach the goal by?
5. Why do I want to achieve this goal?
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| **M****Measurable** | Is your goal measurable? You should be able to tell when you reach your goal. |  |
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| **A****Achievable** | Can you reach the goal taking into account your available time, skills, and financial status? |  |
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| **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?  |  |
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| **T****Time-Bound** | Set a start and finish date for your goal. |  |
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| **SMART Goal** | Revise your goal based on the answers to the questions above. |

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