SMART Goal Setting Worksheet

|  |  |  |
| --- | --- | --- |
| **Initial Goal** |  | |
|  | | |
| **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? |  |
|  | | |
| **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. |  |
|  | | |
| **SMART Goal** | Revise your goal based on the answers to the questions above. | |

101Planners.com