

SMART Goal Setting Worksheet

Initial Goal		
S Specific	<p>Your goal should be well defined, detailed and clear. Try to relate to the five "W" questions:</p> <ol style="list-style-type: none"> 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	<p>Is your goal measurable? You should be able to tell when you reach your goal.</p>	
A Achievable	<p>Can you reach the goal taking into account your available time, skills, and financial status?</p>	
R Relevant	<p>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?</p>	
T Time-Bound	<p>Set a start and finish date for your goal.</p>	
SMART Goal	<p>Revise your goal based on the answers to the questions above.</p>	