

SMART Goal Setting Worksheet



SMART = Specific, Measurable, Attainable, Relevant, Time-Based

GOAL:

Is your goal specific?

A specific goal should clearly state what you want to accomplish, why it is an important goal, and how you intend to accomplish the goal.

Is your goal measurable?

A measurable goal should include a plan with targets and milestones that you can use to make sure you're moving in the right direction.

Is your goal attainable?

An attainable goal should be realistic and include a plan that breaks your overall goal down into smaller, manageable action steps that use the time and resources available to you within the timeline you've set.

Is your goal relevant?

A relevant goal should make sense when measured against your business model, mission statement, market, client base and industry.

Is your goal time-based?

A time-based goal is limited by a defined period of time and includes a specific timeline for each step of the process.