

SMART Goals Worksheet

Draft Goal:

	<i>Answers at time of development</i>	<i>6 Month Update</i>
Specific <ul style="list-style-type: none"> • What is the desired result? (who, what, when, why, how) 		
Measurable <ul style="list-style-type: none"> • How can you quantify (numerically or descriptively) completion? • How can you measure progress? 		
Achievable <ul style="list-style-type: none"> • What skills are needed? • What resources are necessary? • How does the environment impact goal achievement? • Does the goal require the right amount of effort? 		
Relevant <ul style="list-style-type: none"> • Is the goal in alignment with the overall mission or strategy? 		
Time-bound <ul style="list-style-type: none"> • What is the deadline? • Is the deadline realistic? 		

Final Goal:
