

SMART Goals Worksheet

Start Date

	SMART Goal #1 (Assignment)	SMART Goal #2
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 otherwise) completion? • How can you measure progress? 		
Attainable <ul style="list-style-type: none"> • What skills are needed? • What resources are available? • How does the achievement align with objectives? • Can you get/locate the right amount of help? 		
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"> • When is the deadline? • Is the deadline realistic? 		

Final Date
