SMART GOAL SETTING

My goal

Why is my goal important?

Specific

Is the goal clearly written, with no ambivalence? Is it clear who needs to accomplish the goal, and any support they might expend?

Measurable

Does the goal answer the questions of how many, how much or how often?

Achievable

Can you get the support needed to achieve the goal by the target date? Do you have the resources needed to achieve that goal? Are the result suspected realistic?

Relevant

Does the goal make a difference in your career? is it going to make an improvement in your personal life? Is it going to significantly make a difference to your business?

Time-bound

Does the goal state a clear and specific completion date?

Potential problem:

Action Tracker

_____ Who_____When_____
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