

SMART GOALS

Instructions: For each goal, fill in the details according to the SMART criteria.
This will help ensure that your goals are clear, focused, and actionable.

S	SPECIFIC	<ul style="list-style-type: none">A. What exactly do you want to achieve?B. Who is involved or responsible?C. Where will it take place (if applicable)?D. Why is this goal important?
M	MEASURABLE	<ul style="list-style-type: none">A. How will you track progress?B. What are the milestones or checkpoints along the way?C. How will you know when the goal is accomplished?
A	ACHIEVABLE	<ul style="list-style-type: none">A. Is the goal realistic given your resources and constraints?B. What steps or actions will you take to reach the goal?C. Do you have the necessary skills and support?
R	RELEVANT	<ul style="list-style-type: none">A. Does the goal align with your objectives?B. Will it contribute to your long-term success and growth?C. Is now the right time to pursue this goal?
T	TIME-BOUND	<ul style="list-style-type: none">A. When will you start working on the goal?B. What is the target completion date?C. What can I do today to get started?

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GOAL:

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A	
R	
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