



SMART + Goals Worksheet



The SMART goals process provides clarity, focus, and motivation by ensuring goals are Specific, Measurable, Achievable, Relevant, and Time-bound, enabling efficient tracking of progress and adjustments to stay on the path to success.

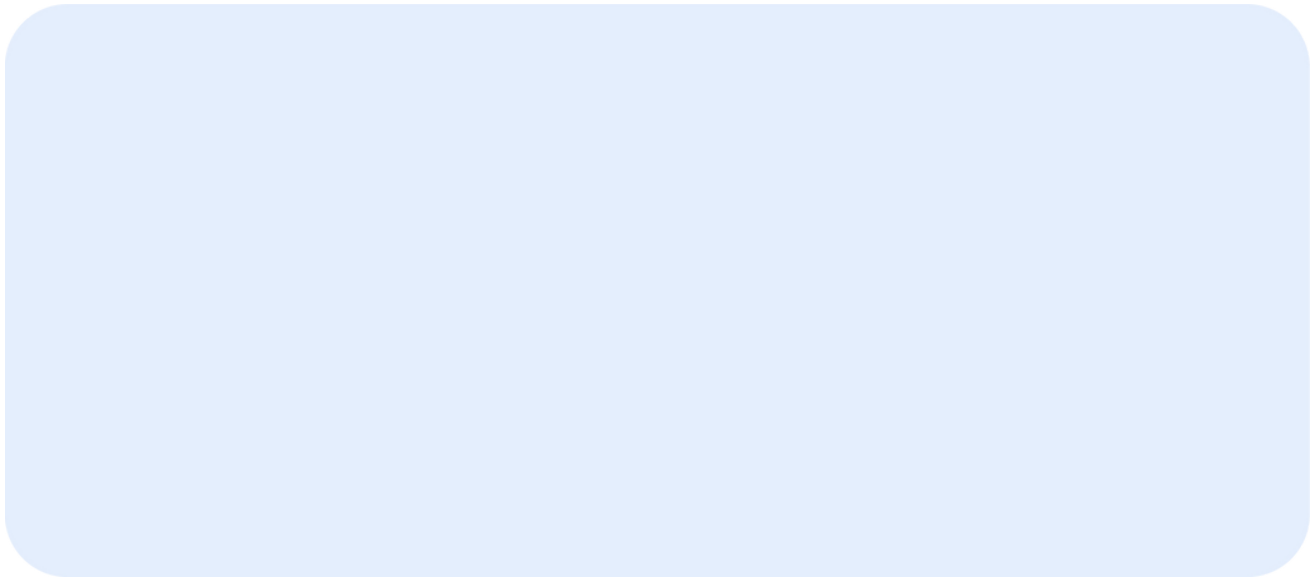
- S** = Specific
- M** = Measurable
- A** = Achievable
- R** = Realistic/Relevant
- T** = Time-based - allowing enough time for achievement

S - Specific

What part of your goal will answer the “What, Why and How?” of the Goal? Make you goal specific and narrow for more effective planning.

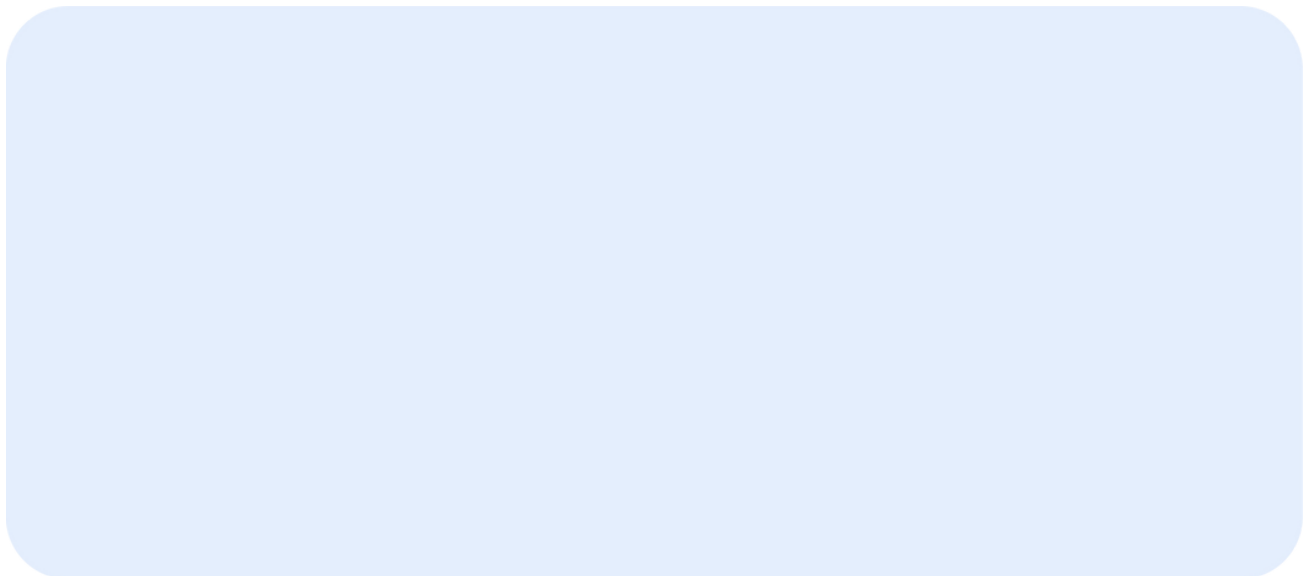
M – Measurable

Short term goal setting. To know when the goal has been attained. Make sure your goal and progress are measured.



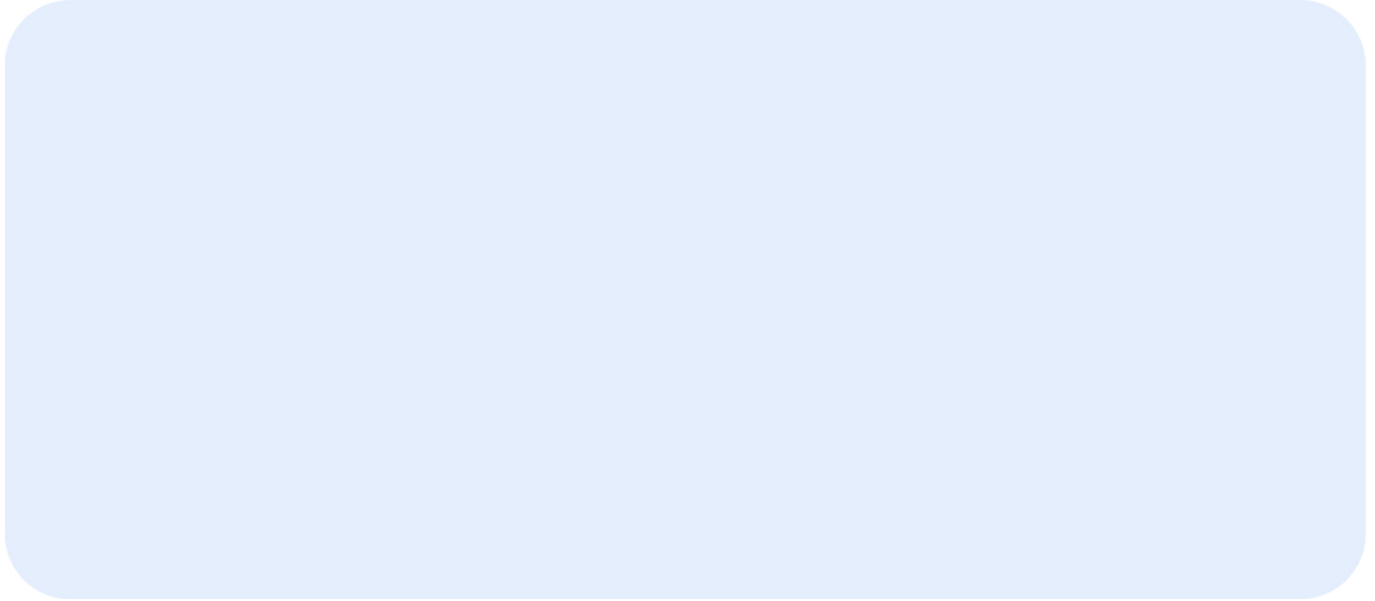
A – Achievable

Ensure that the goal is hopeful and attainable. Make sure you can reasonably accomplish your goal within a certain time frame.



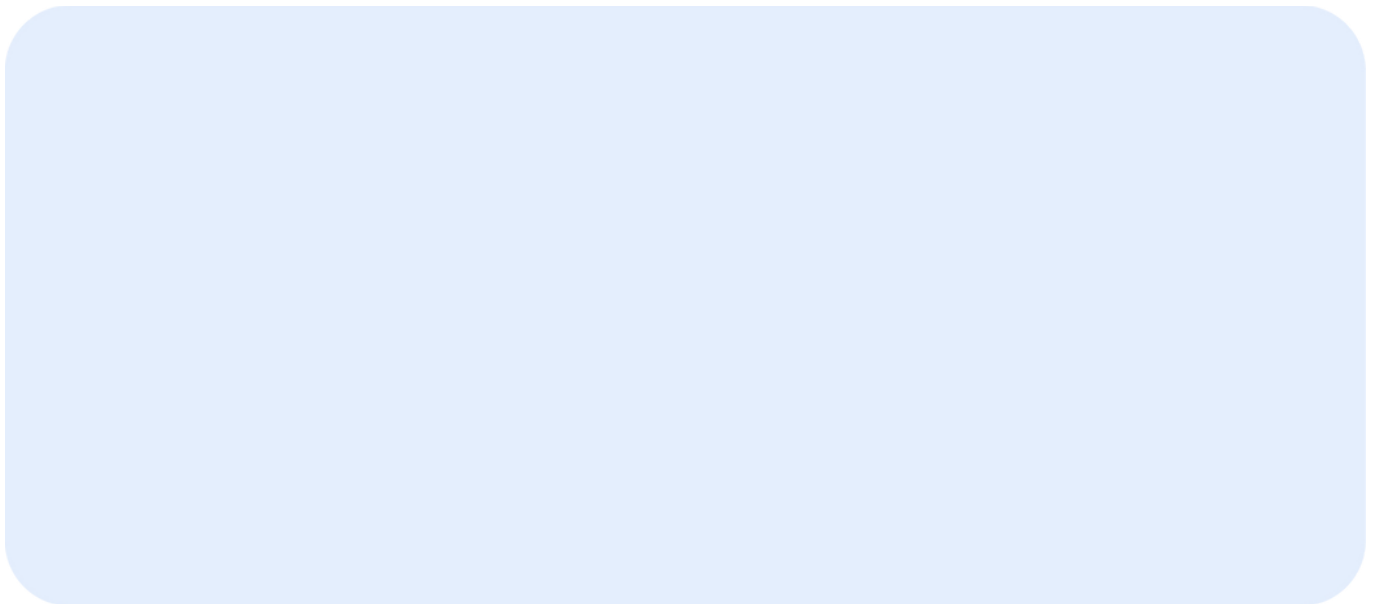
R – Realistic/Relevant

Ensure that the goal is within reach given the current skills, resources and time. Your goal should align with your values and long-term objectives.



T – Time-Based

Ensure enough time to achieve the goal. Set smaller goals within the larger goal. Set a realistic but ambitious end date to clarify task prioritization and increase motivation.



+Accountability

How will you be held accountable for this goal?

