

# 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. A little time spent now will save a lot of time later!

S	<b>SPECIFIC</b>	<p>A. What exactly do you want to achieve?</p> <p>B. Who is involved or responsible?</p> <p>C. Where will it take place (if applicable)?</p> <p>D. Why is this goal important?</p>
M	<b>MEASURABLE</b>	<p>A. How will you track progress?</p> <p>B. What are the key performance indicators (KPIs)?</p> <p>C. How will you know when the goal is accomplished?</p>
A	<b>ACHIEVABLE</b>	<p>A. Is the goal realistic given your resources and constraints?</p> <p>B. What steps or actions will you take to reach the goal?</p> <p>C. Do you have the necessary skills and support?</p>
R	<b>RELEVANT</b>	<p>A. Does the goal align with your other objectives?</p> <p>B. Will it contribute to your long-term success and growth?</p> <p>C. Is now the right time to pursue this goal?</p>
T	<b>TIME-BOUND</b>	<p>A. When will you start working on the goal?</p> <p>B. What is the target completion date?</p> <p>C. Are there any milestones or checkpoints along the way?</p>



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GOAL: \_\_\_\_\_

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R	<b>RELEVANT</b>	
T	<b>TIME-BOUND</b>	

