

## Template for Writing SMART Goals

Initial Goal/Idea (what do you have in mind?)

<b>Specific</b> What do you want to accomplish? Who needs to be involved? When do you want to do this? Why is this a goal?	<b>Measurable</b> How can you measure progress and know if you have successfully met your goal?	<b>Achievable</b> Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?	<b>Relevant</b> Why am I setting this goal now? Is it aligned with overall objectives?	<b>Time</b> What's the deadline and is it realistic?
<b>Final SMART Goal Statement:</b>				