SMART Goal Setting Template

SMART goals are designed to help you ensure that your objectives are realistic and have a deadline. Answer the prompts in each section below to clarify and strengthen your initial goal. Then use your responses to craft a refined, actionable SMART goal that is aligned with your priorities.

Initial Goal	What is the goal that you have in mind?
Specific **S**	Why is this a goal? What exactly do you want to accomplish? Who do you need to include? When do you want to do this?
Measurable **M**	How can you measure progress? How will you know if you've successfully met your goal?
Achievable **A**	Do you have the necessary skills to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required worth the goal?
Relevant **R**	Why am I setting this goal now? Is it aligned with our overall objectives?
Time-Bound **T**	What's the deadline and is it realistic?
Smart Goal	Review your answers above and craft a new goal statement based on them.

DISCLAIMER