**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.

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| Initial Goal | What is the goal that you have in mind? |
|  |
| Specific | 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? |
|   | S |  |
| Measurable | How can you measure progress? How will you know if you've successfully met your goal? |
|   | M |  |
| Achievable | 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? |
|   | A |  |
| Relevant | Why am I setting this goal now? Is it aligned with our overall objectives? |
|   | R |  |
| Time-Bound | What's the deadline and is it realistic? |
|   | T |  |
| Smart Goal | Review your answers above and craft a new goal statement based on them. |
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