

# SMART GOALS TEMPLATE

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Specific	<ul style="list-style-type: none"> <li>• Who is involved?</li> <li>• What do I want to achieve?</li> <li>• When do I need to achieve this?</li> <li>• Why is the goal important?</li> </ul>	
Measurable	<ul style="list-style-type: none"> <li>• How will I measure my progress?</li> <li>• How will I know if my goal is achieved?</li> </ul>	
Achievable	<ul style="list-style-type: none"> <li>• Will it be clear when the goal is complete?</li> <li>• Is it reasonable to complete the goal in the time allotted?</li> </ul>	
Relevant	<ul style="list-style-type: none"> <li>• Is this goal related to my overall success (or the success of my business/organization)</li> </ul>	
Time-Bound	<ul style="list-style-type: none"> <li>• How long should it take to accomplish this goal?</li> <li>• When will I check in on whether or not the goal has been completed?</li> <li>• Am I ready to start work on the goal?</li> </ul>	