

THE S.M.A.R.T. TEMPLATE

Use this template to help set and write your S.M.A.R.T. goals.

Be **S**pecific

What do you want to achieve and why? Who is involved? What are the requirements/constraints?

Measure **S**uccess

How will you track progress and measure the outcome? How much? How many?

Make it **A**ttainable

How will you accomplish the goal? How do you know it's realistic?

Stay **R**elevant

Is this a worthwhile goal? How does it align with our organization's goals?

Time **I**t

When will you accomplish this goal?

Finalize Your Goal Statement

_____ will _____
(WHO) (ACTION WORD) (OBJECT OF GOAL)

by _____ for the purpose of _____
(TIME) (EXPLAIN RELEVANCY)

