

SMART Goal Template

S	Specific	Write your goal here:
	Questions to Consider: <ul style="list-style-type: none">• What exactly do you want to accomplish?• Who is involved?• Where will this take place?• Why is this goal important?	
M	Measurable	Write your criteria here:
	Questions to Consider: <ul style="list-style-type: none">• How will you know when the goal is accomplished?• What metrics will you use to track progress?	
A	Achievable	What is achievable:
	Questions to Consider: <ul style="list-style-type: none">• Do you have the necessary resources (time, money, skills)?• What obstacles might you encounter, and how can you overcome them?	
R	Relevant	What is this relevant:
	Questions to Consider: <ul style="list-style-type: none">• Does this goal support your company's vision and mission?• Is it the right time to focus on this goal?• How will achieving this goal impact your business?	
T	Time-Bound	Write the deadline here:
	Questions to Consider: <ul style="list-style-type: none">• What is the deadline for achieving this goal?• Are there interim milestones along the way?	