

## SMART GOAL WORKSHEET

SMART Goals are:

**S** – Specific (detailed and clear, what needs to be accomplished or is desired to be accomplished)

**M** – Measurable (clear outcome desired, how I will know when I achieved the goal)

**A** – Attainable (realistic, challenging but manageable)

**R** – Relevant (related to the needs of the team, or the person’s own professional development)

**T** – Time-bound (due date & milestones, shoot for an ambitious timeline that motivates efficiency)

Fill out the SMART Goal Worksheet for one goal you have at work right now. It can be a professional development goal or a team related goal. Pick something that can be done within a month.

<b>Specific</b>	<i>Clearly define the outcome you wish to achieve:</i>
<b>Measurable</b>	<i>How will you know when you’ve reached your goal?</i>
<b>Attainable</b>	<i>Is this realistic for me? Do I have what I need to make it happen?</i>
<b>Relevant</b>	<i>Why am I doing this? How will this move me forward on a bigger goal?</i>
<b>Time-bound</b>	<i>When will I have this completed?</i>