SMART Goal Setting Template

(List Goal Here)

SMART

S SPECIFIC

M MEASUREABLE

A ACHIEVABLE

R RELEVANT

T TIME-BOUND

SPECIFIC	MEASUREABLE	ACHIEVABLE	RELEVANT	TIME-BOUND
What do I need to accomplish? Be precise.	How will I know when it is accomplished? What are metrics and milestones I need to hit along the way?	Is this goal realistic for me? What support do I need to make sure I achieve my goal?	Why is this goal worthwhile? Does this match our other efforts/needs?	When does the goal need to be met? **Goal Status Check-In #1** Date: **Goal Status Check-In #2** Date:

Use this template to develop a goal in calendar year. Recommend only 3-5 goals that can be achieved within the calendar year.