

S.M.A.R.T. Goals Template

<https://www.smartsheet.com/blog/essential-guide-writing-smart-goals>

Crafting S.M.A.R.T. goals is a process to help you create clear, objective, measurable goals. It will allow you to identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. goals use concise language, but include relevant information. For example, a common goal of many people is to “lose weight.” But what does that really mean? Do you want to lose 5 pounds or 20 pounds? By when? Rewritten as a S.M.A.R.T. goal it might say, “I will lose at least 15 pounds by June 1 by exercising 30 minutes a day and drinking at least 96 ounces of water per day.” S.M.A.R.T. are designed to help you succeed, so be positive when answering the questions.

Initial Goal (*Write the goal you have in mind.*)

1. Specific (*What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?*)

2. Measurable (*How can you measure progress and know if you've successfully met your goal?*):

3. Agreed-Upon Achievable (*Why am I setting this goal now? Is it aligned with overall objectives?*):

4. Realistic (*Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?*):

5. Time-bound (*What's the deadline and is it realistic?*):

S.M.A.R.T. Goal (*Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed*):