



SMART GOALS



WHAT IS A S.M.A.R.T. GOALS?

The concept was invented to create an easy, smarter, and more focused way to set and accomplish goals.

WHY ARE S.M.A.R.T. GOALS IMPORTANT?

Setting goals gives you a sense of responsibility. You get to do things when they should be done. Disciplining yourself is easily done when you have targets to achieve.

S- Specific

What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?

M- Measurable

How can you measure progress and know if you've successfully met your goal?

A- Achievable

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?

R- Relevant

Why am I setting this goal now? Is it aligned with overall objectives?

T- Time Bound

What's the deadline and is it realistic?

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Smart Goals Worksheet

Crafting S.M.A.R.T. Goals are designed to help you 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. These are designed to help you succeed, so be positive when answering the questions.



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