

SMART Goal Setting Template

What's the initial goal you have in mind?

Expand on this goal using the SMART attributes:

S Specific	What do I want to achieve? Be precise

M Measurable	How will I know when I've reached my goal? What are the and milestones need to have along the way

A Achievable	What do I want to achieve? Be precise

R Relevant	Why is this goal worthwhile? Does it support ... and all my other responsibilities?

T Timely	When do I want to achieve this goal? Write down a target date

Now rewrite your initial goal as a concise, defined SMART goal.

Track your goal progress

What are the actions steps you need to take to achieve this goal? Order these by priority or due date

- Action _____
- Action _____
- Action _____

Am I on track to achieve this goal? What obstacles have come up and what support do you need?

- Obstacle _____
- Support _____
- Obstacle _____
- Support _____
- Obstacle _____
- Support _____

Milestones Achieved. Note down every time you hit one of your measurable milestones along the way

- Milestone 1 _____
- Milestone 2 _____
- Milestone 3 _____

Target Date. Have you achieved your goal?
