



SMART Goals Worksheet

Use the following worksheet to help you in creating SMART goals.

S

Specific

What do I want to do? What? Why? How?

M

Measurable

How will I know when I've reached it?

A

Actionable

How can I accomplish this goal? What actions will I take?

R

Relevant

How does this goal tie into my responsibilities?

T

Timely

When exactly will I do it?