SMART Goal Template

Date:
Goal:

Is your goal SMART?

**Specific:** What exactly will you accomplish? What are the requirements?
What are the constraints?

**Measurable:** How will you measure your progress? How will you know when you have reached this goal?

**Achievable:** How can the goal be accomplished? What are the logical steps you should take?
Have you got the resources to achieve this goal? If not, how will you get them?

**Relevant:** Why is this goal significant to your work? Is this goal in line with your long term objectives?

**Timely:** When will you work on this goal? When is the completion of this goal due?