

## SMART Goals Template

SMART goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing SMART goals use concise language, but include relevant information. These 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? When do you want to do this? Why is this a goal?*

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

**3. Achievable** *Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal:*

**4. Relevant** *Why am I setting this goal now? Is it aligned with overall objectives?:*

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

**SMART goal** *Review what you have written, and create a new goal statement based on what the answers to the questions above have revealed:*