

# S.M.A.R.T. Goals Worksheet

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**Draft Goal:**

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<b>Specific</b> <ul style="list-style-type: none"><li>• What is the desired result? (who, what, when, why, how)</li></ul>	
<b>Measurable</b> <ul style="list-style-type: none"><li>• How can you quantify (numerically or descriptively) completion?</li><li>• How can you measure progress or success?</li></ul>	
<b>Attainable</b> <ul style="list-style-type: none"><li>• What skills are needed?</li><li>• What resources are necessary?</li><li>• How does the environment impact goal achievement?</li><li>• Does the goal require the right amount of effort? Does it stretch you, yet remains realistic?</li></ul>	
<b>Relevant</b> <ul style="list-style-type: none"><li>• Is the goal important enough to you to be willing to work hard to achieve it?</li><li>• Is it in alignment with organizational goals/your job description?</li></ul>	
<b>Time-bound</b> <ul style="list-style-type: none"><li>• What is the deadline?</li><li>• Is the deadline realistic?</li></ul>	

**Final Goal:**

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