

My SMART Goal Sheet

TODAY'S DATE: _____ TARGET DATE: _____ START DATE: _____ DATE ACHIEVED: _____

GOAL: _____

Verify that your goal is SMART:

Specific: What exactly will you accomplish?

Measurable: How will you know when you have reached this goal?

Achievable: Is achieving this goal realistic with effort and commitment? Have you the resources to achieve this goal? If not, how will you get them?

Relevant: Why is this goal significant in your life?

Timely: When will this goal be achieved?

SMART Objectives

S Specific	The objective should state exactly what is to be achieved
M Measurable	An objective should be capable of measurement – so that it is possible to determine whether (or how far) it has been achieved
A Achievable	The objective should be realistic given the circumstances in which it is set and the resources available to the business
R Relevant	Objectives should be relevant to the people responsible for achieving them
T Time Bound	Objectives should be set with a time-frame in mind. These deadlines also need to be realistic