

## S.M.A.R.T. GOALS TEMPLATE

S.M.A.R.T. Goals are designed to help you identify realistic goals and determine a deadline. When writing your S.M.A.R.T. Goals, use short and positive language and provide relevant information to these questions:

### A. Initial Goal

- i. Write the goal
- ii. Why this goal?
- iii. What is the motivation for this goal?

### 1. Specific

- 1.1 What do you want to accomplish?
- 1.2 Who needs to be included?
- 1.3 When do you want to do this?

### 2. Measurable

- 2.1 How can you measure progress?
- 2.2 What are your success metrics?

### 3. Achievable

- 3.1 Do you and your existing teams (internal and external) have the skills required to achieve the goal?
- 3.2 If not, who can support you with the required skills?
- 3.3 Is the goal worthy of the amount of effort put in?

### 4. Relevant

- 4.1 Why am I setting this goal?
- 4.2 Which objectives is the goal helping me to achieve?

### 5. Time-bound

- 5.1 What is the timeframe and dateline to achieve this goal?
- 5.2 Are the timeframe and dateline realistic?

### B. Revised S.M.A.R.T. Goal

- i. Review what you have written
- ii. Revise new goal statement based on your answers (above)

## DISCLAIMER

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