S.M.A.R.T. Goal Worksheet

Instructions: Develop a minimum of 3 goal statements and check to see that they are S.M.A.R.T. Revise until you can check off all blue boxes.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Goal Number | Goal Statement | Specific  *What?*  *Who?*  *Why?*  *Where?* | Measurable  *How much?*  *How often?*  *How many?* | Attainable  *Achievable in next year?* | Relevant  *Is relevant to your mission statement?* | Time-based  *When?* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |