

## SMART Goals Worksheet

**Draft Goal:**

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	<i>Answers at time of development</i>	<i>6 Month Update</i>
<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?</li> </ul>		
<b>Achievable</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?</li> </ul>		
<b>Relevant</b> <ul style="list-style-type: none"> <li>• Is the goal in alignment with the overall mission or strategy?</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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