

Name:

Date:

Writing SMART Goals

SMART goals are specific, measurable, achievable, relevant, and time-bound objectives. They help you stay focused and track your progress toward achieving your goals.

Make it SMART

S – Specific What exactly do you want to accomplish? (Be detailed and clear about the goal.)

S

M – Measurable How will you know when you've achieved your goal? What will you measure to track your progress?

M

A – Achievable Is this goal realistic? What steps will you take to reach it? Do you have the resources needed?

A

R – Relevant How does this goal fit into your larger plans? Why is it meaningful to you right now?

R

T – Time-Bound When do you want to achieve this goal? Set a deadline or a timeline.

T