

SMART Goals Workbook

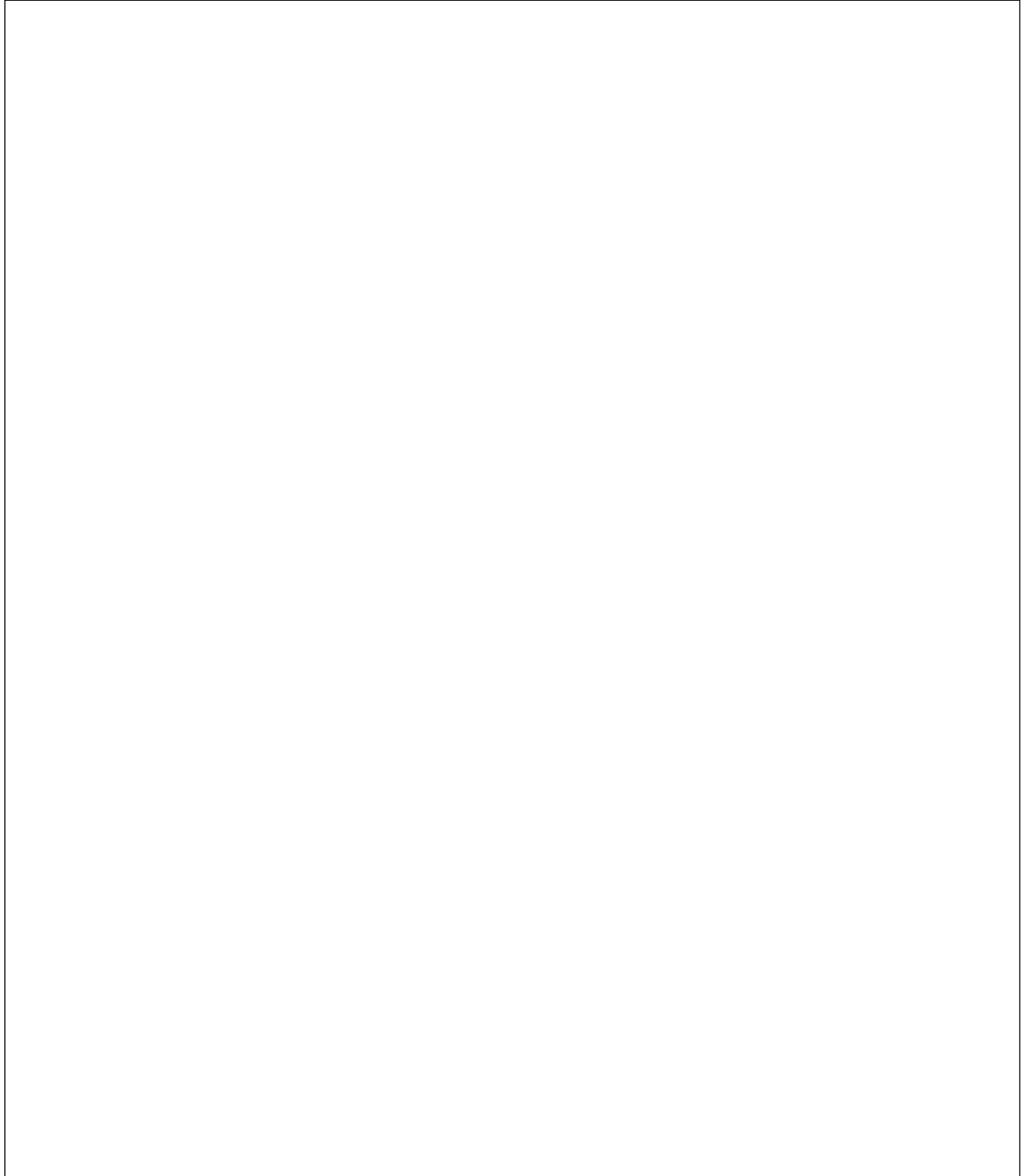


Specific

- What do I want to accomplish?
- Why do I want to accomplish it?
- What are the requirements and constraints?

Measurable

- How will I measure my progress?
- When will I measure my progress?
- How will I know when the goal has been accomplished?

A large, empty rectangular box with a thin black border, intended for the user to write their measurable goals and progress metrics.

Achievable

- How will this goal be accomplished?
- What are the logical steps I should take?
- Are there any outside inputs I should consider?



Relevant

- Is this goal relevant to me or my company?
- Do I have the necessary resources to accomplish this goal?
- Is this goal in line with my or my company's objectives?

Time-Bound

- How long will it take to accomplish this goal?
- When is completion of this goal expected or due?
- When will I work on this goal?

Goal Statement

Look back at the answers to your SMART questions and write a goal statement that reflects the SMART answers you gave.