

S.M.A.R.T. GOALS WORKSHEET

Developing S.M.A.R.T. goals are intended to assist you in determining a deadline and determining whether what you wish to achieve is attainable. S.M.A.R.T. goals should be written in clear, simple language while yet include pertinent details. Be optimistic when responding to the questions because they are there to help you succeed.

INITIAL GOAL	What is your goal?
S SPECIFIC	What do you want to achieve? Who and what needs to be included? When would you like to do this? Why is this an objective for your business?
M MEASURABLE	How can you gauge your progress and determine whether your goal has been attained?
A ATTAINABLE	Do you possess the abilities needed to accomplish the objective? Can you get them if not? Why is this objective important? Is the effort needed comparable to what the goal will entail?
R RELEVANT	Why am I making this objective now? Is it in line with the overarching goals?
T TIME-BOUND	What is the target deadline date and is it doable/realistic?
SMART GOAL	Review what you've written and create a new goal statement based on the information offered by the responses to the questions.