

S.M.A.R.T. Goals

My Goal: _____

Specific

Clearly describe what you want to achieve, as well as why you want to achieve this goal.

Measureable

Describe how you will measure progress toward the goal, and how you will know that you have achieved the goal.

Achievable

Describe how this goal will be achieved, including the resources needed to complete each step in the process.

Relevant

Describe the results of achieving the goal, including whether it is worthwhile, who will benefit, if this is the right time to begin the goal.

Time-Bound

Establish a completion date and timeline for each action step in the process toward achieving the goal.