

SMART GOAL Template (Fillable Form)

S.M.A.R.T. goals help you clearly define objectives and make them more meaningful. When setting a S.M.A.R.T. goal, aim to be ambitious while remaining realistic. Above all, be as specific as possible—clearly defining what you want to achieve increases your ability to reach your goals.

Write Your SMART Goal

Specific

What do you want to achieve? Who needs to be involved to accomplish this goal?
When do you want to have your goal finished? Why should you achieve this goal exactly?

Measurable

How can you measure progress and know if you've successfully met your goal?

Attainable

Are you capable of achieving the goal? Do I have, or can I get the resources or skills needed to achieve this goal? Is the goal a reasonable stretch for me? (Neither out of reach nor too easy?)

Relevant

Is this a worthwhile goal? Is it meaningful to me? Would it delay or prevent me from achieving a more important goal? Am I willing to commit to achieving this goal?

Time Bound

What is the due date of your goal? When do I need to take action? What can I do today?