

SMART Goals Worksheet

Draft Goal:

Answers at time of development

6 Month Update

Specific <input type="checkbox"/> What is the desired result? (who, what, when, why, how)		
Measurable <input type="checkbox"/> How can you quantify (numerically or descriptively) completion? <input type="checkbox"/> How can you measure progress?		
Achievable <input type="checkbox"/> What skills are needed? <input type="checkbox"/> What resources are necessary? <input type="checkbox"/> How does the environment impact goal achievement? <input type="checkbox"/> Does the goal require the right amount of effort?		
Relevant <input type="checkbox"/> Is the goal in alignment with the overall mission or strategy?		
Time-bound <input type="checkbox"/> What is the deadline? <input type="checkbox"/> Is the deadline realistic?		

Final Goal:
