

SMART Goal Setting Template

Specific	Define your goal. Who is involved, what you want to do in order to accomplish your goal, where it will be done and why you are doing it.	
Measurable	How will you know when your goal has been achieved?	
Achievable	Your goal needs to be reasonable/realistic enough to be actually accomplished.	
Relevant	Is the goal worthwhile and will it meet your needs? Is it meaningful to you? Why are you doing it?	
Time Framed	Put a time limit on your objective.	