S.M.A.R.T. GOAL PLANNING SHEET

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Goal Set: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **STATE GOAL**:  “to X by Y” (I will accomplish \_\_\_\_\_\_\_\_ by [Date].) |  | | | | |
| **HOW IS THE GOAL SMART**? | | | | | |
| **S: Specific** (Such as who, what, when, where, why, how.) |  | | | | |
| **M: Measurable** (How much? How many? How will I know when it is complete?) |  | | | | |
| **A: Attainable** (Am I willing & able to complete it? Do I have access to the time & resources needed? How will I know when it is attained) |  | | | | |
| **R: Relevant** (Aligned to dept/org goals? Relevant to my position or growth plans?) |  | | | | |
| **T: Timed** (When does it need to be completed?) |  | | | | |
| **BENEFITS** to be gained from achieving this goal, and/or losses to be avoided |  | | | | |
| **OBSTACLES** – Possible obstacles and possible solutions |  | | | | |
| **ACTION STEPS & DUE DATES** You may need to break your goal down and outline several action steps and deadlines for each step | DATE | ACTION STEPS | | | |
|  |  | | | |