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

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| 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 |
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