

# SMART Goal Worksheet

Name:

**Specific:** What do you want to accomplish? Who needs to be involved?

**Measurable:** How will you measure progress and know when you have met your goal?

**Attainable:** Do you have, or can you acquire the skills and resources required to meet your goal?

**Relevant:** Why are you setting this goal? Is this goal aligned with your team's and your objectives?

**Time-Bound:** When will you start? What is your deadline?

**SMART Goal:** Consolidate your answers into a new goal statement.