

Smart Goals

Goal _____

Importance _____

Completion Date _____

Action Items

Specific

THE GOAL SHOULD TARGET A SPECIFIC AREA OF IMPROVEMENT OR ANSWER A SPECIFIC NEED.

Measurable

THE GOAL MUST BE QUANTIFIABLE, OR AT LEAST ALLOW FOR MEASURABLE PROGRESS.

Achievable

THE GOAL SHOULD BE REALISTIC, BASED ON AVAILABLE RESOURCES AND EXISTING CONSTRAINTS.

Relevant

THE GOAL SHOULD BE IMPORTANT TO YOU NOW AND MAKE AN IMPACT ON YOUR CURRENT SITUATION.

Timebound

THE GOAL MUST HAVE A DEADLINE OR A DEFINED END.

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