Smart Goals

Goal _____

Importance _____

Completion Date _____

		Action Items
S pecific ☐	THE GOAL SHOULD TARGET A SPECIFIC AREA OF IMPROVEMENT OR ANSWER A SPECIFIC NEED.	
M easur able ☐	THE GOAL MUST BE QUANTIFIABLE, OR AT LEAST ALLOW FOR MEASURABLE PROGRESS.	
A chievable ☐	THE GOAL SHOULD BE REALISTIC, BASED ON AVAILABLE RESOURCES AND EXISTING CONSTRAINTS.	
R elevant ☐	THE GOAL SHOULD BE IMPORTANT TO YOU NOW AND MAKE AN IMPACT ON YOUR CURRENT SITUATION.	
T imebound ☐	THE GOAL MUST HAVE A DEADLINE OR A DEFINED END.	

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