

SMART Goals / Objectives Worksheet

To make sure your goals are clear and reachable, each one should be: - **Specific** (simple, sensible, significant) - **Measurable** (meaningful, motivating) - **Achievable** (agreed, attainable) - **Relevant** (reasonable, realistic and resourced, results-based) - **Time bound** (time-based, time limited, time/cost limited, timely, time-sensitive).

Mission: Your mission guides everything you do. Keep it simple by finding the lowest common denominator/s.

Objectives: Objectives are general directions for your life or organization. They outline what you want yourself or the organization to look like in the future.

Objective 1:

Objective 2:

Objective 3:

Objective 4:

SMART Goals: Remember, a goal without a deadline is just a dream! **S** — Specific **M** — Measurable **A** — Attainable **R** — Relevant **T** — Time Bound

SMART Goal a):

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SMART Goal a):

Action Plan:

i.

Action Plan:

i.

Action Plan:

i.
ii.
iii.

Action Plan:

i.
ii.

SMART Goal b):

SMART Goal b):

SMART Goal b):

SMART Goal b):

Action Plan:

i.
ii.
iii.

Action Plan:

i.
ii.
iii.

Action Plan:

i.
ii.

Action Plan:

i.
ii.

Action Plans: Every goal must have action plans that explain how that goal will be accomplished. Explain who will do what, where, when, how, and how often.