

SMART Goal Setting Template

What's the initial goal you have in mind?

Expand on this goal using the SMART attributes.

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|---------------------------------|---|
| S Specific | What do I want to achieve? Be precise. |
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| M Measurable | How will I know when I've reached my goal? What are the metrics and milestones I need to hit along the way? |
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|-----------------------------------|---|
| A Achievable | What do I want to achieve? Be precise. |
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|---------------------------------|---|
| R Relevant | Why is this goal worthwhile? Does it support the wider team and my other responsibilities? |
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|-------------------------------|---|
| T Timely | When do I want to achieve this goal? Write down a target date. |
| | |

Now rewrite your initial goal as a concise, defined SMART goal.

Track your goal progress

What are the action steps you need to take to achieve this goal? Order these by priority or by their due date.

- Action:

- Action:

- Action:

Am I on track to achieve this goal? What obstacles have come up and what support do you need?

- Obstacle:

- Support:

- Obstacle:

- Support:

- Obstacle:

- Support:

Milestones achieved. Note down every time you hit one of your measurable milestones along the way.

- Milestone 1:

- Milestone 2:

- Milestone 3:

Target date. Have you achieved your goal?
