

S.M.A.R.T. GOALS WORKSHEET

S.M.A.R.T. is an acronym that can be used to help you create goals. This format is intended to help you create a goal that is clear and reachable. When writing your S.M.A.R.T. Goals, use concise language and include relevant information. Use the template below to support you when creating your goals.

INITIAL GOAL

Write the goal you have in mind.

S. Specific

What do you want to accomplish? Who needs to be included? When do you want to do this?
Why is this a goal?

M. Measurable

How can you measure progress and know if you've successfully met your goal?

A. Achievable

Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal?

R. Relevant

Why are you setting this goal now? Is it aligned with the University's strategic priorities?

T. Timely

What is the deadline and is it realistic?

Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed.