



S.M.A.R.T.

S.M.A.R.T. Goal Worksheet

Now it's time to practice. What's really important for your personal and professional development is ensuring that you have at least one goal that thoroughly meets the SMART criteria:

Specific – List the who, what, where and why of your goal, and keep it simple:

Meaningful – How or why is this goal important to you?

Action Oriented – What is your verb? What action will you take to accomplish your goal?

Realistic – Is your goal achievable within your defined timeline?

Trackable – How will you track your progress along the way? Will you recognize when your goal has been achieved?

Write out your completed **SMART** Goal Statement: