SMART Goals Template

Establish statements of what you will do to bring about your desired change. SMART is an acronym to help remember the elements.

**Specific** - What should be achieved? Use the six "W" questions of who, what, where, when, which, and why.

**Measurable** - How will you know if the goal has been reached? Ask questions such as: How much? How many? How will I know when it is accomplished?

**Achievable or Attainable** - Is this goal possible? How so? Is this goal within reach and not below a standard performance?

**Resolve or Realistic** - Is this worthwhile and will it meet my and/or the organization's needs? Can the goal be accomplished in clear steps?

**Time or Timely** - A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency.