



# Setting SMART goals

What is your goal?

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Using the SMART attributes below, expand on your goal.

<b>S</b>	What do I want to achieve? Be specific.
<b>Specific</b>	
<b>M</b>	How will I know when I achieve my goal? What are the metrics and milestones I need to hit?
<b>Measurable</b>	
<b>A</b>	What do I want to achieve? Be specific.
<b>Achievable</b>	
<b>R</b>	Why is this goal worthwhile? How does it support the big picture?
<b>Relevant</b>	
<b>T</b>	When do I want to achieve this goal? Write down a target date.
<b>Timely</b>	

**Rewrite your initial goal as a concise, defined SMART goal.**

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**Track your progress towards your goal.**

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

Action: \_\_\_\_\_

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Action: \_\_\_\_\_

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Action: \_\_\_\_\_

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**Am I on track to achieve this goal? What are the challenges and what support do you need?**

Challenge: \_\_\_\_\_

Support: \_\_\_\_\_

Challenge: \_\_\_\_\_

Support: \_\_\_\_\_

Challenge: \_\_\_\_\_

Support: \_\_\_\_\_

**Document each time you achieve one of your metrics or milestones.**

Milestone 1: \_\_\_\_\_

Milestone 2: \_\_\_\_\_

Milestone 3: \_\_\_\_\_

Milestone 4: \_\_\_\_\_

Milestone 5: \_\_\_\_\_