

NAME: _____

Work SMARTer, Not Harder

Setting SMART Goals

Answer each question below in pencil. You may need to go back and make changes!

What do you want to accomplish?

S - *Specific*. Tell me exactly how you plan to accomplish your goal. What steps do you need to take to make sure you accomplish your goal? The more specific, the better.

M - *Measureable*. How will you know when you've reached your goal? What will you do to track your progress regularly.

A - *Attainable*. Is your goal realistic? Is it within reach? Explain why you know you will be able to achieve your goal. (Note: your goal should be challenging, just not out of the realm of possibility.)

R - *Relevant*. Is your goal results-based? How is your goal important to you?

T - *Time-Bound*. How long will it take you to accomplish your goal? How long are you allotting for each step along the way? Is it manageable within that time frame?