# A black background with a black square Description automatically generated with medium confidence

# GOAL WORKSHEET

## REVIEW PERIOD:

The following template can be used to create goals for the next review period using the SMART goal model. A SMART goal meets the criteria of the terms of the acronym SMART: Specific, Measurable, Attainable, Relevant, and Time-bound.

| **Description** | **Developing SMART Goals** |
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| **S**pecific | Goals are clear, detailed and unambiguous. A specific goal will usually answer the five "W" questions:   * What: What do I want to accomplish? * Why: Specific reasons, purpose or benefits of accomplishing the goal. * Who: Who is involved? * Where: Identify a location. * Which: Identify requirements and constraints. |
| **M**easureable | This term stresses the need for concrete criteria for measuring progress toward the attainment of the goal. If a goal is not measurable, it is not possible to know whether progress toward successful completion is being made. A measurable goal will usually answer questions such as:  • How much?  • How many?  • How will I know when it is accomplished? |
| **A**ttainable | This term stresses the importance of goals that are realistic and attainable. While an attainable goal may stretch the goal-setter in order to achieve it, the goal is not necessarily extreme. An attainable goal may cause goal-setters to identify previously overlooked opportunities to bring themselves closer to the achievement of their goals. An attainable goal will usually answer the question:   * How: How can the goal be accomplished? |
| **R**elevant | A relevant goal must represent an objective that the goal-setter is willing and able to work towards. A relevant goal will usually answer the question:   * Does this seem worthwhile? |
| **T**ime-Bound | The fifth term stresses the importance of giving goals a target date. A commitment to a deadline helps focus efforts on completion of the goal on or before the due date. Timeliness is intended to prevent goals from being overtaken by the day-to-day crises that invariably arise in an organization. A timely goal will usually answer the question:   * When? * What can I do 6 months from now? * What can I do 6 weeks from now? * What can I do today? |

# Goal Template

(Copy based on the number of goals you want to establish)

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| **Goal:** What do you want to accomplish? |
| **Measure of Success:** How will you know when you have accomplished your goals? |
| **Start Date:** When do you plan to begin? |
| **Due Date:** When do you plan to accomplish? |
| **Action Plan:** |
| **Due Date:** |
| **Notes:** |
| **Status:** |