

# SMART Goals Worksheet

Setting goals is crucial for turning your mission into reality. SMART goals ensure that your objectives are clear and attainable.

- Learn what makes a goal SMART (Specific, Measurable, Achievable, Relevant, Time-bound) and why these criteria are important for effective goal setting.
- Follow the step-by-step template to create SMART goals that align with your mission statement.

**Specific** goals require you to identify exactly what you want to accomplish, leaving no room for ambiguity.

**Measurable** goals involve setting a quantifiable result, allowing you to track progress and determine when the goal has been met.

**Attainable** goals encourage you to dream big while setting yourself up for success by being realistic about what can be achieved.

**Relevant** and **Realistic** goals are based on current conditions and are significant to the business, ensuring they are rewarding and impactful. Finally,

**Time-Based** goals are bound by a deadline or delivery date, providing a clear timeframe for completion and helping to maintain focus.

Use the template below to draft, review, and refine your goals, ensuring they meet all SMART criteria.

<b>S</b> <b>Specific</b> What do you want to accomplish?	
<b>M</b> <b>Measurable</b> How will you know when you have accomplished your goal?	
<b>A</b> <b>Attainable</b> How can the goal be accomplished?	
<b>R</b> <b>Relevant</b> What makes this goal a priority? What challenge does it solve?	
<b>T</b> <b>Timely</b> By when will the goal be accomplished?	