

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.

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