

SMART Goal Worksheet



Identify Your Goal *using the space provided below.*

Is Your Goal SMART? *Evaluate your goal according to the SMART criteria, below. Provide brief evidence that demonstrates how your goal satisfies each specific criterion. If you answer "YES" to all of the criteria, your goal is SMART. If you answer "NO" to any of the criteria, note the amendment(s) needed to satisfy the specific criterion.*

Is your goal...	YES	NO
<p>Specific – Explicitly describes the desired action in understandable detail.</p> <p><i>Evidence:</i></p> <p><i>Amendment(s):</i></p>		
<p>Measurable – Identifies specific details that describe successful goal achievement.</p> <p><i>Evidence:</i></p> <p><i>Amendment(s):</i></p>		
<p>Achievable – Goal can be completed with available resources.</p> <p><i>Evidence:</i></p> <p><i>Amendment(s):</i></p>		
<p>Relevant – Goal links directly to individual's job & the company's mission.</p> <p><i>Evidence:</i></p> <p><i>Amendment(s):</i></p>		
<p>Time-based – Clearly states when the goal will be achieved.</p> <p><i>Evidence:</i></p> <p><i>Amendment(s):</i></p>		

Rewrite your SMART goal *in the space provided below.*

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