

STUDENT PROJECT TOOLKIT

Learning Commons @ YorkU

SMART Goals Worksheet

Use this worksheet to help create SMART project goals to get your project off to a good start and to help you succeed. Take time to answer the questions for each of the five SMART goal categories below

Initial Goal (Write the goal you have in mind):	
Specific What is the desired result? (who, what, when, why, how) How are you going to do it?	
Measurable How can you measure progress and know if you have met your goal successfully?	
Achievable What skills are needed to achieve this goal and do you have them or can you obtain them? What resources are needed to attain your goal and do you have them or can you obtain them? Is this goal within reach?	
Relevant Why are you setting this goal now? Is it aligned with overall objectives?	
Time-bound What's your deadline for achieving this goal? Is the deadline realistic?	
SMART Goal Reframed (Review what you have written and rewrite your goal based on what you learned by answering the questions above):	



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