

# Make your goals SMART

Using this framework will make it easier to:

- **focus** on what behaviors will support you in accomplishing your goal
- **measure** your progress
- **outline** smaller goals needed to accomplish the larger goal

*To use this worksheet, click on "File" on the top left, then select "Make a copy" from the dropdown menu.*

SMART goal writing tips:

- Don't overthink it!
- SMART goals are for brainstorming, make this yours by writing every idea down as you think through your responses.

Today's Date:	Target Date:
What do you want to accomplish? Write your goal down in as few words as possible:	

Build your goal by filling in the information below.

<h2>Specific</h2> <p>Provide the who, what, when, where, which and why for your goal:</p>
<p><i>For example: I will create and deliver communications training to improve how we work with each other.</i></p>
<h2>Measurable</h2> <p>How your goal will be measured, can be qualitative or quantitative:</p>

*For example: I will deliver this training during the employee summit on MM/DD/YYYY.*

## Attainable

What is needed to make this goal attainable, including tools or people:

*For example: I will seek resources and support from our communications manager.*

## Relevant

How goal relates to larger strategy or professional development:

*For example: Communications training will be a part of an initiative to improve cross-team communication and collaboration, ultimately, impacting our organization's ability to attain goals.*

## Timely

Milestones for your goal:

*For example: This training will be delivered on MM/DD/YYYY. To deliver it by this date, I will design the training by MM/DD/YYYY.*