

SMART GOAL TEMPLATE

START DATE: _____ GOAL DATE: _____

DATE ACHIEVED: _____

GOAL: _____

Specific: *What are the specific aspects of the goal you want to accomplish? Clearly define the outcome you desire from achieving this goal.*

Measurable: *What form of measurement will you use to determine your daily progress? What measurement will you use to determine your ultimate outcome? Examples are: Numbers, target dates, number of users, clients, areas finished, installations completed, items uploaded, units sold, pages written. **List target goals for each day and actual goals achieved.***

Achievable: *In order to achieve 100% on a daily basis, your goal should push you to do more, but at a level sustainable on a daily basis. A goal you can maintain for life!*

Relevant (Realistic or Reasonable): *Is your goal something **you** can do something about? Do you believe strongly in your goal? Will it have significant impact on your life? List reasons, keywords or catch phrases describing why you would love to achieve this goal.*

Timely: *Your goal should have a deadline, along with milestones reached along the way. **Create a sense of urgency in every goal you set!***

NOTES:

