

SETTING S.M.A.R.T GOALS TEMPLATE



Use this template to help set and write your S.M.A.R.T goals.

BE SPECIFIC

What do you want to achieve and why? Who is involved? What are the requirements/constraints?

MEASURE SUCCESS

How will you track progress and measure the outcome? How much? How many?

MAKE IT ATTAINABLE

How will you accomplish the goal? How do you know it's realistic?

STAY RELEVANT

Is this a worthwhile goal? How does it align to the organisation?

TIME IT

When will you accomplish this goal?

FINALISE YOUR GOAL STATEMENT

_____ will _____
(Who) (Action Word) (Object of Goal)

by _____ for the purpose of _____
(Time) (Explain Relevancy)