B U S I N E S S W O R K S H E E T S F O R C O A C H E S

SMART GOALS

Instructions: For each goal, fill in the details according to the SMART criteria. This will help ensure that your goals are clear, focused, and actionable.

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| S | SPECIFIC | 1. What exactly do you want to achieve?
2. Who is involved or responsible?
3. Where will it take place (if applicable)?
4. Why is this goal important?
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| M | MEASURABLE | 1. How will you track progress?
2. What are the key performance indicators (KPIs)?
3. How will you know when the goal is accomplished?
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| A | ACHIEVABLE | 1. Is the goal realistic given your resources and constraints?
2. What steps or actions will you take to reach the goal?
3. Do you have the necessary skills and support?
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| R | RELEVANT | 1. Does the goal align with your business objectives?
2. Will it contribute to your long-term success and growth?
3. Is now the right time to pursue this goal?
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| T | TIME-BOUND | 1. When will you start working on the goal?
2. What is the target completion date?
3. Are there any milestones or checkpoints along the way?
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B U S I N E S S W O R K S H E E T S - S M A R T G O A L S | F R A N C O I S M E R C E R , B U S I N E S S C O A C H