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? |
| 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? |
| 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? |
| 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? |
| 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? |

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