

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.

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