



Goals Template

SMART Goal helps guide goal setting.

SMART stands for Specific, Measurable, Attainable, Relevant, Time-bound.

These criteria helps you focus on efforts and increase the chances of achieving your goal. It gives you a sense of direction, and helps you organize and reach your goals.

This SMART goals template has a digital editable and a print-friendly version.

Specific



Measurable



Attainable



Relevant



Time-Bound



Answers the Who, What, Why, Where

Track progress with milestones

Is the goal realistic?

Does the goal align with your long term goal?

Must have a deadline

Example:
I want to improve rapport with my team so that we can create a positive environment and increase team's productivity

Example:
I will track number of 1:1 meetings with team members each week. I will also track 1 team bonding activity per month.






Example:
It's attainable to meet all members, and 1 bonding activity per month can be planned.

Example:
It aligns well with my longer term goal to take on my accountability and become a director of my function.

Example:
Complete this goal in next six months.

SMART GOAL for

Updated on:

<h2>Specific</h2> 	<h2>Measurable</h2> 	<h2>Attainable</h2> 	<h2>Relevant</h2> 	<h2>Time-Bound</h2> 
Answers the Who, What, Why	Track progress with milestones	Is the goal realistic?	Does the goal align with your long term goal?	Must have a deadline
Example: I want to improve rapport with my team so that we can create a positive environment and increase team's productivity	Example: I will track number of 1:1 meetings with team members each week. I will also track 1 team bonding activity per month.	Example: It's attainable to meet all members, and 1 bonding activity per month can be planned.	Example: It aligns well with my longer term goal to take on my accountability and become a director of my function.	Example: Complete this goal in next six months.