

SMART Goal helps guide goal setting.

SMART stands for <u>Specific</u>, <u>Measurable</u>, <u>Attainable</u>, <u>Relevant</u>, <u>Time-bound</u>. 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.



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

SMART GOAL for			Updated on:	
Specific	Measurable	Attainable	Relevant	Time-Bound
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.