**SMART Goal Setting Template**

What’s the initial goal you have in mind?

Expand on this goal using the SMART attributes.

|  |  |
| --- | --- |
| **S** |  **What do I want to achieve?** Be precise.  |
| **Specific** |  |

|  |  |
| --- | --- |
| **M** | **How will I know when I’ve reached my goal?** What are the metrics and milestones I need to hit along the way? |
| **Measurable** |  |

|  |  |
| --- | --- |
| **A** |  **What do I want to achieve?** Be precise.  |
| **Achievable** |  |

|  |  |
| --- | --- |
| **R** |  **Why is this goal worthwhile?** Does it support the wider team and my other responsibilities? |
| **Relevant** |  |

|  |  |
| --- | --- |
| **T** |  **When do I want to achieve this goal?** Write down a target date.  |
| **Timely** |  |

Now rewrite your initial goal as a concise, defined SMART goal.

**Track your goal progress**

**What are the action steps you need to take to achieve this goal?** Order these by priority or by their due date.

* Action:
* Action:
* Action:

**Am I on track to achieve this goal?** What obstacles have come up and what support do you need?

* Obstacle:
* Support:
* Obstacle:
* Support:
* Obstacle:
* Support:

**Milestones achieved.** Note down every time you hit one of your measurable milestones along the way.

* Milestone 1:
* Milestone 2:
* Milestone 3:

**Target date.** Have you achieved your goal?