

S.M.A.R.T.E.R. Goals Worksheet

S	SPECIFIC <i>Clearly define in detail what you want to achieve.</i>
M	MEASURABLE <i>How will you measure progress? What are the milestones or check-points?</i>
A	ACTIONABLE <i>Is it action oriented? What specific steps will you take to achieve it?</i>
R	REALISTIC <i>Can it be reached? Do you have the capacity, resources, and expertise to achieve it?</i>
T	TIME-ORIENTED <i>What is the time-line or deadline for the goal?</i>
E	EVALUATE <i>Under what circumstances will you consider adjustments?</i>
R	REVISE <i>What adjustments need to be made in order to achieve this goal?</i>