

SMART GOALS Checklist

MY GOAL IS: _____

S	<p><u>SPECIFIC</u></p> <p>WHAT DO I WANT TO ACCOMPLISH?</p>	
M	<p><u>MEASURABLE</u></p> <p>HOW WILL I KNOW WHEN IT IS ACCOMPLISHED?</p>	
A	<p><u>ACHIEVABLE</u></p> <ul style="list-style-type: none">• Within the scope of your role.• Possible to be Accomplished.	
R	<p><u>Realistic/RELEVANT</u></p> <ul style="list-style-type: none">• Makes sense within job function.• Improves the business in some way	
T	<p><u>TIME BOUND</u></p> <ul style="list-style-type: none">• When do you want it completed?• Set a time frame.	