SMART Goals

S	**Specific** What am I going to do? Why is this important to me?
M	**Measurable** How will I measure my success? How will I know when I have achieved my goal?
A	**Attainable** What will I do to achieve this goal? How will I accomplish this goal?
R	**Relevant** Is this goal worthwhile? How will achieving it help me? Does this goal fit my values?
T	**Time-Bound** When will I accomplish my goal? How long will I give myself?

Goal Outline:

By, _____ , _____

                     [WHEN]   [WHO]

will, _____

                           [DO WHAT – Include measure]

by _____

                 [HOW – According to what standards/procedures]

in order to _____

                        [WHY – What is the higher level outcome this supports]

Action Plan

My goal is _____

_____

Date to finish	How will I measure my success?

Steps to Achieving my Goal

Description	Time Estimate	Completion date

Obstacles that may arise	How I will respond

Helpful Tools	Helpful Resources