

SMART Goal Setting Worksheet

(with sample prompts)

Goal For: _____

Date _____

Goal # _____

Based on your job description, title or role:

S	Specific	What do you need to accomplish?	
		Why do you need to accomplish this?	
M	Measurable	How will this goal be measured?	
		How will you know when this goal is achieved?	
A	Achievable	How can the goal be accomplished?	
		What are the logical steps involved?	
		Do you have the tools/resources to accomplish this goal?	
R	Relevant	Is this the right time for this goal?	
		Is this goal tied to your agency's Mission or Vision?	
T	Time-Bound (Specify dates.)	How long will it take to accomplish this goal?	
		When / what date will you start working on this goal?	
		When / what date will this goal be completed?	

Notes / Next Steps:

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Date _____

Goal # _____

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T	Time-Bound (Specify dates.)	

Notes / Next Steps: