

SMART GOALS WORKSHEET

GOAL <i>Be specific and concise. Include the measure and time frame.</i>	MY GOAL IS...	✓
	Specific	S
	Measurable	M
	Attainable	A
PURPOSE <i>Why is the goal relevant? What are the benefits?</i>	Relevant	R
	Time-bound	T
	COMPLETION DATE / /	
CHALLENGES <i>What are the challenges to overcome? What resources and skills are needed?</i>		

KEY STEPS <i>How will you achieve your goal? What are the milestones and key steps?</i>			
Description	Start Date	Complete Date	✓

MEASURE <i>Keep a log of your progress.</i>							
Date	Measure	Date	Measure	Date	Measure	Date	Measure

[SMART Goals Template](#)

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Help

Visit the SMART Goals Template page using the link above to learn how to use this worksheet.

How to Print

Hide this column prior to printing. Or, select columns A:I, go to File > Print, and choose "Selected Cells" in the Print Settings