## BUSINESS WORKSHEETS FOR COACHES

## SMART GOALS

Instructions: For each goal, fill in the details according to the SMART criteria. This will help ensure that your goals are clear, focused, and actionable.

S	SPECIFIC	<ul><li>A. What exactly do you want to achieve?</li><li>B. Who is involved or responsible?</li><li>C. Where will it take place (if applicable)?</li><li>D. Why is this goal important?</li></ul>
Μ	MEASURABLE	<b>A. How will you track progress?</b> B. What are the key performance indicators (KPIs)? C. How will you know when the goal is accomplished?
A	ACHIEVABLE	<ul> <li>A. Is the goal realistic given your resources and constraints?</li> <li>B. What steps or actions will you take to reach the goal?</li> <li>C. Do you have the necessary skills and support?</li> </ul>
R	RELEVANT	A. Does the goal align with your business objectives? B. Will it contribute to your long-term success and growth? C. Is now the right time to pursue this goal?
Τ	TIME-BOUND	A. When will you start working on the goal? B. What is the target completion date? C. Are there any milestones or checkpoints along the way?



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GOAL: \_\_\_\_\_

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M	
A	
R	
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