

S.M.A.R.T. GOALS WORKSHEET

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language, but include relevant information. These are designed to help you succeed, so be positive when answering the questions. Begin with any goal you have in mind, then put it to the S.M.A.R.T. exercise.

INITIAL GOAL	Write down the goal you have in mind:
S SPECIFIC	What do you want to accomplish? Who needs to be involved? Why is this goal important? Where is this happening? Which resources or limits are involved?
M MEASURABLE	How can you measure progress and know if you've successfully met your goal?
A ACHIEVABLE	Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? What resources do you need?
R RELEVANT	Why am I setting this goal now? Is it aligned with overall objectives? Does it serve the university?
T TIME-BOUND	What's the deadline and is it realistic? (Include milestone dates if applicable)
SMART GOAL	Review what you have written, and craft a new goal statement including all information revealed through answering the S.M.A.R.T. questions.