

# BEGIN WITH THE END IN MIND: S.M.A.R.T. GOALS



SPECIFIC



MEASURABLE



ACHEIVABLE



RELEVANT



TIMELY

**FOCUS AREA:** *(Example: Career)* \_\_\_\_\_

**GOAL:** *(Example: To be manager of the organization I work for)* \_\_\_\_\_

**SPECIFIC:** What exactly will you accomplish? \_\_\_\_\_

**MEASURABLE:** How will you know when you have reached this goal? \_\_\_\_\_

**ACHIEVABLE:** What knowledge, skills and abilities do you need to reach the goal? Do you possess them? If not, how will you attain them? \_\_\_\_\_

**RELEVANT:** Is this goal both challenging and relevant? Do you have the resources to achieve this goal? If not, what are they and how will you get them? \_\_\_\_\_

**TIMELY:** When will you achieve this goal? \_\_\_\_\_

**Rewrite the original goal as a SMART Goal:** \_\_\_\_\_