**S.M.A.R.T. Goal Template**

**1. Specific** *(What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?)*

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**2. Measurable** *(How can you measure progress and know if you’ve successfully met the goal?)*:

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**3. Achievable** *(Do you have the resources required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?)*:

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**4. Relevant** *(Why are you setting this goal now? Is it aligned with overall objectives?)*:

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**5. Time-bound** *(What’s the deadline and is it realistic?)*:

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**Outcome Statement:**

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