

# How to Use This SMART Goals Template

Answer all of the following sections for each of your goals. Then use the fill-in-the-blank template to write them out in sentence form. Then take immediate action and accomplish them!

| Step     | Meaning    | Description   | Goal Details |
|----------|------------|---|--------------|
| <b>S</b> | Specific   | What do I want to accomplish?<br>Why is this goal important?<br>Who is involved?<br>Where is it located?<br>Which resources or limits are involved?   |              |
| <b>M</b> | Measurable | How much?<br>How many?<br>How will I know when it is accomplished?  |              |
| <b>A</b> | Achievable | How can I accomplish this goal?<br>How realistic is the goal, based on other constraints, such as financial factors?  |              |
| <b>R</b> | Realistic  | Does this seem worthwhile?<br>Is this the right time?<br>Does this match our other efforts/needs?<br>Am I the right person to reach this goal?<br>Is it applicable in the current socio-economic environment? |              |
| <b>T</b> | Timely     | When?<br>What can I do six months from now?<br>What can I do six weeks from now?<br>What can I do today?  |              |

## Fill-in-the-blank template for writing your final SMART Goal.

**Directions:** Place your answers above on the blank lines to create a complete paragraph.

My goal is to [ S ] \_\_\_\_\_.

Which will be measured by [ M ] \_\_\_\_\_.

I will accomplish this by [ A1 ] \_\_\_\_\_ which I know is realistic

because [ A2 ] \_\_\_\_\_.

This effort is worthwhile because [ R ] \_\_\_\_\_ and it will be

achieved by [ T1 ] \_\_\_\_\_ with milestones set at

[ T2 ] \_\_\_\_\_.

