



SMART Goal Worksheet

Goal Component	Component Description	My Goal Component
S pecific	Enough details are present to provide a clear picture of what is desired.	
M easurable	The goal is measurable so you know when you have achieved it.	
A ction-oriented	The details of what you are to do are clear.	
R ealistic	The goal is applicable to your current work role or another role you are planning on taking on.	
T ime and Resource Constrained	Timeline and costs (if any) are associated with the goal.	
Completed goal statement:		