

SMART Goal Worksheet

A Brief Guide to SMART goal setting

A SMART goal is a goal that is specific, measurable, attainable, relevant and time based. In other words, a goal that is very clear and easily understood.

SPECIFIC

The goal must clearly state what is to be achieved, by whom, where and when it is to be achieved. Sometimes it may even state why that goal is important.

MEASURABLE

Measurability applies to both the end result and the milestones along the way to attaining a goal. It answers the question of quantity – how much, how often, how many? The milestones are signs along the way that will tell you that you are on the right track to achieving your goal.

ATTAINABLE

You should ensure that the goals you set are achievable. You must believe that you can manage to do what you are setting out to do. If you set goals that are unbelievable even to yourself it is very unlikely you will achieve them.

RELEVANT

Your goals must be relevant to what you want to achieve in the short term and the long term. Understanding the University and departmental vision, mission and purpose is critical in this respect.

TIME-BASED

This sometimes overlaps with the goal being Specific, but it aims to ensure that you put a time-frame to your goals.

CHICAGO STATE UNIVERSITY

Intention: *What is it that you want to do?*

Specific: *What exactly will you accomplish?*

Measurable: *How will you know when you have reached this goal?*

Achievable: *Is achieving this goal realistic? Have you got the resources to achieve this goal?*

Relevant: *Why is this goal significant?*

Timely: *When will you achieve this goal?*

State the Goal: *Create a goal statement.*

How do you stay on track?

Potential Obstacles

Potential Solutions

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Next Steps: *What steps need to be taken to get you to your goal?*

What?

Target Completion Date

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>