

SMART Goal Template

Instructions for use: Fill out using Acrobat Reader then save to your PC once completed.

SMART stands for Specific, Measurable, Attainable, Relevant and Time Oriented. Go through this list before implementing your SMART goal.

Question 1 - **Who/ What** does your goal target?

Question 2 – **How** are you going to measure it?

Question 3 – Is the goal you set **achievable**?

Question 4 – Does the expected result **align** to your business plan

Question 5 – **When** will you reach your goal by