

SMART Goals Template



My Goal

Step 1: Make it **Specific**
It helps if you can picture it clearly.

Step 2: Make it **Measurable**
It helps if there's an objective, defined outcome you can tick off.

Step 3: Make it **Achievable**
It helps if your goal and your commitment level are well matched.

Step 4: Make it **Relevant**
It helps if you aren't fighting with yourself to reach your objective.

Step 5: Make it **Time-Framed**
It helps if the time frame is realistic and close enough to energize you.

My SMART Goal (include sub-goals if relevant)

HOW TO USE:

Type into the blank fields. Text will automatically re-size. Save each goal as a new file.

For step-by-step instructions, examples, and completed sample SMART goals - see

[The Complete Guide To Setting SMART Goals.](#)