# SETTING SMART GOALS

SMART goal setting is a process for turning your broad vision into clear and meaningful goals. As you work through the prompts, focus on being direct, concise, and positive to set yourself up for success.

| INITIAL  GOAL | | Write the goal that you have in mind. |
| --- | --- | --- |
|  |
|  |  |  |
| SPECIFIC | | What do you want to accomplish? Who needs to be included? Why is this a goal? |
| S | |  |
| MEASURABLE | | How will you measure progress and know if you’ve met your goal? |
| M | |  |
| ACHIEVABLE | | Can you reach the goal with the time, skills and resources you have available? |
| A | |  |
| RELEVANT | | How will achieving the goal support your current priorities and long-term vision? |
| R | |  |
| TIME-BOUND | | What is your deadline for the goal? Is this timeline realistic? |
| T | |  |

| **SMART  GOAL** | | Review your answers above and create a new goal statement based on them. |
| --- | --- | --- |
|  |

# ACTION PLAN

What steps will you take to get you to your goal?

| **ACTION ITEMS** | **TARGET END DATE** | **ACTUAL END DATE** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

# OBSTACLES AND SOLUTIONS

What obstacles may you encounter? What are some potential solutions?

| **ACTION ITEMS** | **TARGET END DATE** | **ACTUAL END DATE** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |