

SMART GOALS CHEAT SHEET

SPECIFIC: State exactly what you want to accomplish.
(Who, What, Where, Why)

MEASURABLE: How will you demonstrate and evaluate the extent to which the goal has been met?

ACHIEVABLE: Stretch and challenge goals within ability to achieve outcome. What is the action-oriented verb?

RELEVANT: How does the goal tie into our key responsibilities?
How is it aligned to the objectives?

TIME-BOUND: Set 1 or more target dates, the "by when" to guide your goal to successful and timely completion (include deadlines, dates and frequency).

