**SMART GOALS TEMPLATE**

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| **My SMART GOAL** |  |
| **S**pecific | * Who is involved?
* What do I want to achieve?
* When do I need to achieve this?
* Why is the goal important?
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| **M**easurable | * How will I measure my progress?
* How will I know if my goal is achieved?
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| **A**chievable | * Will it be clear when the goal is complete?
* Is it reasonable to complete the goal in the time allotted?
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| **R**elevant | * Is the goal related to my overall success (or the success of my business/organization)?
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| **T**imely | * How long should it take to accomplish this goal?
* When will I check in on whether or not the goal has been completed?
* Am I ready to start work on the goal?
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