**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? |  |
| **M**easurable | * How will I measure my progress? * How will I know if my goal is achieved? |  |
| **A**chievable | * Will it be clear when the goal is complete? * Is it reasonable to complete the goal in the time allotted? |  |
| **R**elevant | * Is the goal related to my overall success (or the success of my business/organization)? |  |
| **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? |  |