

SMART Goal Worksheet

SMART	Questions...
Specific	Does your goal clearly and specifically state what you are trying to achieve? <i>If your goal is particularly large, try breaking it down into smaller, specific SMART goals.</i>
Measurable	How will you know if progress is being made on achieving your goal? Can you quantify or put numbers to your outcome?
Attainable	Is achieving your goal dependent on anyone else? (i.e. Advisor or community partner) What factors may prevent you from accomplishing your goal? How can you overcome these factors?
Relevant	Why is this goal important to you? Is the goal worthwhile and will it meet your needs?
Timely	When will you reach your goal? <i>Again, if your goal is particularly large, try breaking it down into smaller goals with appropriate deadline.</i>

Today's Date: _____

Date by which you plan to achieve the goal: _____

What is your goal in one sentence? What's the bottom line?

The benefits of achieving the goal will be:

VERIFY THAT YOUR GOAL IS SMART

Specific: *What exactly will you accomplish?*

Measurable: *How will you and your team know when you have reached your goal?*

Attainable: *Is attaining this goal realistic with effort and commitment? Do you have the resources to achieve this goal? If not, how will you obtain the resources?*

Timely: *When will you achieve the goal?*

ACTION PLAN

What specific steps must you take to achieve your goal?

Task/to-do item	Expected completion date	Date actually completed

OBSTACLES/CHALLENGES

What obstacles stand in the way of you achieving your goal?

Obstacle	How will you address the challenges if/when they arise?

NETWORK OF SUPPORT & ACCOUNTABILITY

When working towards achieving a goal, it is helpful to have one or two people who you agree to check in with on a regular basis. Keeping others informed on your progress can be a useful external motivator!

Who can you share your goals with?

1. Talk with one or two individuals who will genuinely want to see you succeed in achieving your goal
2. Explain to them why achieving this goal is important to you.
3. Ask if they will support you and hold you accountable in reaching your goal
4. Select and agree upon future dates/times you will report updates on your progress

Support Person	Frequency of updates on progress (i.e. weekly, bi-weekly, monthly) List future dates/times you will report your progress.	Agreed upon method of communication (i.e. face to face, phone, email updates)

Date your goal is ACHIEVED _____

Congratulations on creating a SMART organizational goal and sticking with it! Be sure to share your achievement with your network of supporters and find a way to celebrate your successes!

References

Hale, N. (2011). Goals: The difference between success and failure. *Fast Company*. Retrieved from <http://www.fastcompany.com/1798754/goals-difference-between-success-and-failure>.

University of Washington Tacoma Diversity Resource Center. (n.d.). Smart goals. Retrieved from <http://www.tacoma.washington.edu/diversity/programs/>.