

Detailed SMART Goals Template	
<b>Initial goal</b>	Write the goal you have in mind  
<b>S Specific</b>	<i>What do you want to accomplish with this goal? Is this goal clear and specific? What are the details of this goal? Who is involved? What resources are available?</i>  
<b>M Measurable</b>	<i>Is this goal measurable in the sense that it allows you to track your progress? Do you have the necessary tools to measure your progress? How will you know that you've accomplished this goal?</i>  
<b>A Attainable</b>	<i>Do you have enough time and financial resources to accomplish this goal? Do you have the skills or knowledge needed to reach this goal? Do you have access to help when needed?</i>  
<b>R Relevant</b>	<i>Is this goal relevant to your personal or professional life? Is it worth the effort you plan to put in to achieve it? Is this the right time for pursuing that goal?</i>  
<b>T</b>	<i>What is the deadline to accomplish this goal?</i>

<b>Time-bound</b>	<p><i>When will you carry out the activities needed to get to this goal?</i></p> <p><i>When can you expect the first results?</i></p>
<b>SMART goal</b>	<p>Review your initial goal, adjust it to correspond to SMART criteria, and define your SMART goal</p>

<b>Action plan</b>			
<i>What actions do you need to take to get to your goal?</i>			
<b>Action steps</b>		<b>Expected completion date</b>	<b>Actual completion date</b>
Step 1			
Step 2			
Step 3			
Step 4			
Step 5			

<b>Potential obstacles (+ solutions)</b>			
<b>Potential obstacles</b>		<b>Potential solutions</b>	
Obstacle 1		Solution 1	
Obstacle 2		Solution 2	
Obstacle 3		Solution 3	
Obstacle 4		Solution 4	