

Simple SMART Goals Template	
Initial goal	Write the goal you have in mind
S Specific	<i>What do you want to accomplish with this goal? Is this goal clear and specific?</i>
M Measurable	<i>Is this goal measurable in the sense that it allows you to track your progress? How will you know that you've accomplished this goal?</i>
A Attainable	<i>Do you have the skills and resources needed to reach this goal?</i>
R Relevant	<i>Is this goal relevant to your personal or professional life? Is it worth the effort you plan to put in to achieve it?</i>
T Time-bound	<i>What is the deadline to accomplish this goal?</i>
SMART goal	Review your initial goal, adjust it to correspond to SMART criteria, and define your SMART goal