

Initial Goal (Write the goal you have in mind):

1. Specific (What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?)

2. Measurable (How can you measure progress and know if you've successfully met your goal?):

3. Achievable (Do you have the skills required to achieve the goal? If not, can you obtain them?)

What is the motivation for this goal?

4. Relevant (Why am I setting this goal now? Is it aligned with overall objectives?):

5. Time-bound (What's the deadline and is it realistic?):

S.M.A.R.T. Goal (Review what you have written, and craft a single goal statement based on what the answers to the questions above have revealed):
