

SMART Objectives Worksheet

SMART Objectives are designed to help you identify what you want to achieve, and then to decide whether it is realistic and if so, to determine a deadline. When writing SMART Objectives, use concise language, but include all of the relevant information.

Initial Objective	Write the goal that you have in mind.
Specific S	What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this an objective?
Measurable M	How will you measure progress and know if you've successfully met your objective?
Achievable A	Do you have the skills required to achieve the objective? If not, can you obtain them? What is the motivation for this objective? Is the amount of effort required on par with what the objective will achieve?
Relevant R	Why am I setting this objective now? Is it aligned with overall objectives?
Time-Bound T	What's the deadline? Is it realistic?
SMART Objective	Review what you have written, and craft a new objective statement based on what the answers to the questions above have revealed.



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