SMART Goals

TEMPLATE

Fill in the table below to create your goals. Once you have set your goal using the SMART Goals method, complete your Action Plan to work towards achieving your 'SMART' defined goal.

S	**Specific** What do I want to accomplish?	
M	**Measurable** How will I know when it is accomplished?	
A	**Achievable** How can the goal be accomplished?	
R	**Relevant** Does this seem worthwhile?	
T	**Time bound** When can I accomplish this goal?	

Action Plan

TEMPLATE

Once you have completed your goal setting, fill in , the below Action Plan to work towards achieving your 'SMART' defined goal.

My SMART goal is ....

I will achieve this by .... / .... / ....

Action / Task	Who	Barriers	Success measure	Due by