# **SMART Goals Template & Worksheet**

SMART goals are specific, measurable, achievable, relevant and time-bound. It’s not uncommon for a business or employee to develop two or three smart goals to help them focus their efforts over a timeframe; three, six, nine or twelve months. Use this template to draft your own SMART goals, or share the template with your team so that they can create theirs.

**SMART Goal 1:**

|  |  |
| --- | --- |
| Is it Specific? |  |
| Is it Measurable? |  |
| Is it Achievable? |  |
| Is it Relevant? |  |
| Is it Time-bound? |  |

**SMART Goal 2:**

|  |  |
| --- | --- |
| Is it Specific? |  |
| Is it Measurable? |  |
| Is it Achievable? |  |
| Is it Relevant? |  |
| Is it Time-bound? |  |

**SMART Goal 3:**

|  |  |
| --- | --- |
| Is it Specific? |  |
| Is it Measurable? |  |
| Is it Achievable? |  |
| Is it Relevant? |  |
| Is it Time-bound? |  |