

SMART GOALS TEMPLATE

SMART Goals are crucial to setting, managing, and achieving our objectives, whether in business or personal life. They provide a clear path with concrete steps to follow. By being Specific, Measurable, Achievable, Realistic, and Time-bound, they help to prevent vague or abstract goals, and instead encourage us to develop well-defined objectives that we can work towards in a structured way.

Goal Component	Questions
Specific	What exactly do I want to achieve? Why? Who is involved? Where is it located?
Measurable	How much? How many? How will I know when it is accomplished?
Achievable	How can I accomplish this goal? What are the logical steps I should take?
Realistic	Given the resources and constraints, can I realistically achieve this goal?
Time-bound	When? What can I do six months from now? What can I do six weeks from now? What can I do today?