SMART Goals Guidelines for Reviewing Drafts

**SMART Goals:  Guidelines for making them SMARTer**

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| ***Write Your  Goal Here:*** |
| ***Use these questions to check your goal for SMART components*** |
| 1. **Specific.**   What will the goal accomplish? How and why will it be accomplished? |
| 1. **Measurable.**   What indicators will be used to measure results?  How will you know you are making progress along the way? |
| 1. **Achievable.**   Is this goal attainable?  What knowledge, skills, abilities, and resources are needed to accomplish this goal?  Will the goal be challenging without being daunting and overwhelming? |
| 1. **Results-focused.**   What is the reason, purpose, or benefit of accomplishing the goal?  What is the result and desired outcome targeted? |
| **5.  Time-bound.**  Does the target completion date create a practical sense of urgency?  Are there dates for benchmarks along to check progress toward the goal? |
| ***Edit your goal and enter the revised SMART Goal here:*** |

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