# SMART Goal Worksheet

<table>
<thead>
<tr>
<th></th>
<th>Specific</th>
<th>Measurable</th>
<th>Attainable</th>
<th>Relevant</th>
<th>Time-based</th>
<th>Notes</th>
</tr>
</thead>
</table>
| S | - What will the goal accomplish?  
   - How will it be accomplished?  
   - Why will you complete the goal? | - How will you measure progress along the way and know when the goal has been reached? | - Does the individual have the required knowledge, skills, and abilities to achieve the goal? | - How does this goal impact or support the department, school/division, or university? | - When is the target date for achieving the goal? |   |

## Goal:

________________________________________
________________________________________
________________________________________
________________________________________