

## SMART Goal Worksheet

		Notes
<b>S</b>	<b>Specific</b> <ul style="list-style-type: none"><li>• What will the goal accomplish?</li><li>• How will it be accomplished?</li><li>• Why will you complete the goal?</li></ul>	
<b>M</b>	<b>Measurable</b> <ul style="list-style-type: none"><li>• How will you measure progress along the way and know when the goal has been reached?</li></ul>	
<b>A</b>	<b>Attainable</b> <ul style="list-style-type: none"><li>• Does the individual have the required knowledge, skills, and abilities to achieve the goal?</li></ul>	
<b>R</b>	<b>Relevant</b> <ul style="list-style-type: none"><li>• How does this goal impact or support the department, school/division, or university?</li></ul>	
<b>T</b>	<b>Time-based</b> <ul style="list-style-type: none"><li>• When is the target date for achieving the goal?</li></ul>	

Goal:

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