

S-M-A-R-T Goals

Description and Purpose:

The S-M-A-R-T Goals Tool is a quick and simple template designed to help you define your goals, and then, to test and fine-tune those goals for maximum effectiveness.

- **Part I: Come Hell or High Water Exercise** (*below*) helps you define your goals.
- **Part II: The S-M-A-R-T Goals Assessment** (*page 2, example; page 3, blank template*) helps you assess to what degree your goals are S-M-A-R-T, that is, they are described in a way to motivate and to hold you accountable.

Part I: Come Hell or High Water Exercise

Directions: Complete the following table for the top three goals under each category. Don't over-think it, just fill in the blanks with the first thing that comes to mind (examples provided to spark the imagination):

Come hell or high water, I will...

Professional	Personal
1. <i>Earn XX% more than I did last year (or pick specific figure).</i>	1. <i>Spend two weeks cycling along the coast of X.</i>
2.	2.
3.	3.
Professional Development	Personal Development
1. <i>Attend seminar on how to optimize LinkedIn profile.</i>	1. <i>Take a course in Y.</i>
2.	2.
3.	3.

Part II: S-M-A-R-T Goals Assessment (Example)

Directions: For each goal above, answer the questions in column three. If you cannot answer the question to a reasonable level of satisfaction, revise the goal until all five questions can be answered.

Goal (example): "I will earn XX% more than I did this year (or pick specific figure)."		
S-M-A-R-T	Questions to Ask	Goal Assessment
Specific	What <i>exactly</i> do you plan to accomplish?	<i>Yes, this goal is specific. "To earn XX% more.." than I did last year.</i>
Measurable	How will you know if the goal was met?	<i>Yes, this goal is measurable by comparing my earnings last year to my earnings at the end of this year.</i>
Achievable	To what degree is the goal attainable and within your ability to affect? Stretch goals are only motivating if they are not audacious	<i>Yes, earning XX% more is within the realm of possibility and not overly ambitious.</i>
Relevant	Is the goal aligned with your values (what's important to you), and germane to your satisfaction?	<i>Yes, this goal is relevant to me. Earning more money is important and motivating; I love abundance!</i>
Time Bound	Over what period of time will you have accomplished this goal?	<i>Yes, this goal is time bound. "By the end of the year" is a specific milestone.</i>

Part II: S-M-A-R-T Goals Assessment (Blank Template)

Directions: For each goal above, answer the questions in column three. If you cannot answer the question to a reasonable level of satisfaction, revise the goal until all five questions can be answered.

Goal #1:		
S-M-A-R-T	Questions to Ask	Goal Assessment
Specific	What exactly do you plan to accomplish?	
Measurable	How will you know if the goal was met?	
Achievable	To what degree is the goal attainable and within your ability to affect? Stretch goals are only motivating if they are not audacious	
Relevant	Is the goal aligned with your values (what's important to you), and germane to your satisfaction?	
Timeframe	Over what period of time will you have accomplished this goal?	