

## SMART Goals

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The SMART Goals Tool is designed to help you get clear on your goals, then test and fine-tune those goals for maximum effectiveness.

**Part I: Come Hell or High Water Exercise** helps you define your goals.

**Part II: The SMART Goals Assessment** helps you determine to what degree your goals are SMART - that is, they are described in a way to motivate and hold you accountable.

***Please either duplicate or save as a new file before completing!***

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### Part I: Come Hell or High Water Exercise

First, bullet out your top three professional goals. Don't over-think them, just fill in the blanks with the first thing that comes to mind (*example provided to spark your imagination*):

| My Top 3 Professional Goals:<br>Come hell or high water, I will... |   |
|--|---|
| Ex.  | Upscale my network to include two new external mentor-caliber connections and one internal sponsor. |
| 1.   |   |
| 2.   |   |
| 3.   |   |

**Part II: SMART Goals Assessment Example**

Refer to this example for ideas on what your assessment might look like for each goal. Then, use the blank template on the next page to assess each one.

|                          |   |  |
|--------------------------|---|--|
| <b>Example Goal</b>      | <i>Upscale my network to include two new external mentor-caliber connections and one internal sponsor.</i>                                    |  |
|                          | <b>SMART</b><br>Questions to ask yourself...  | <b>Goal Assessment</b><br>For example...   |
| <b><u>S</u>pecific</b>   | What exactly do you plan to accomplish?   | <i>"Two external mentor-caliber connections and one internal sponsor" is precise.</i>  |
| <b><u>M</u>easurable</b> | How will you know if the goal was met?  | <i>I will have engaged in at least two different discussions by telephone, email and/or text with each person with a general plan for how to optimize and structure the relationship for mutual benefit. I will gain commitment.</i> |
| <b><u>A</u>chievable</b> | How attainable is the goal & is it within your ability to affect the outcome? Stretch goals are only motivating if they're not too audacious. | <i>My goal is attainable if I'm diligent about reaching out, engaging in meaningful discussions and putting discrete plans in place, all of which is within my control.</i>  |
| <b><u>R</u>elevant</b>   | Is the goal aligned with your values (what's important to you) and tied directly to your ability to succeed as a leader?                      | <i>Developing high quality relationships is central to who I am, and ultimately will help me become a better leader.</i>   |
| <b><u>T</u>imeframe</b>  | Over what period of time will you have accomplished this goal?  | <i>Within the next six months.</i>   |

### Part II: SMART Goals Assessment Template

Now, for each of your professional goals, answer the five SMART questions. If you cannot answer each question to your own satisfaction, revise the goal until all five questions can be answered.

| Goal # 1                     |  |
|------------------------------|--|
| SMART                        |  |
| Questions to ask yourself... |  |
| Goal Assessment              |  |
| For example...               |  |
| <u>S</u> pecific             | What exactly do you plan to accomplish?  |
| <u>M</u> easurable           | How will you know if the goal was met?   |
| <u>A</u> chievable           | How attainable is the goal & is it within your ability to affect the outcome? <i>Stretch goals are only motivating if they're not too audacious.</i> |
| <u>R</u> elevant             | Is the goal aligned with your values (what's important to you) and tied directly to your ability to succeed as a leader?                             |
| <u>T</u> imeframe            | Over what period of time will you have accomplished this goal?   |

**Part II: SMART Goals Assessment Template**

*Continued*

| Goal # 2           |  |
|--------------------|--|
| SMART              |  |
|                    | Questions to ask yourself...   |
|                    | Goal Assessment<br>For example...  |
| <u>S</u> pecific   | What exactly do you plan to accomplish?  |
| <u>M</u> easurable | How will you know if the goal was met?   |
| <u>A</u> chievable | How attainable is the goal & is it within your ability to affect the outcome? <i>Stretch goals are only motivating if they're not too audacious.</i> |
| <u>R</u> elevant   | Is the goal aligned with your values (what's important to you) and tied directly to your ability to succeed as a leader?                             |
| <u>T</u> imeframe  | Over what period of time will you have accomplished this goal?   |

**Part II: SMART Goals Assessment Template**

*Continued*

| Goal # 3       |  |                                   |
|----------------|--|-----------------------------------|
|                | SMART<br>Questions to ask yourself...  | Goal Assessment<br>For example... |
| S<br>pecific   | What exactly do you plan to accomplish?  |                                   |
| M<br>easurable | How will you know if the goal was met?   |                                   |
| A<br>chievable | How attainable is the goal & is it within your ability to affect the outcome? <i>Stretch goals are only motivating if they're not too audacious.</i> |                                   |
| R<br>elevant   | Is the goal aligned with your values (what's important to you) and tied directly to your ability to succeed as a leader?                             |                                   |
| T<br>imeframe  | Over what period of time will you have accomplished this goal?   |                                   |