



SMART Goal Planning

Use this tool to build short-term initiatives for your organization

INSTRUCTIONS: Identify a short-term goal with definable parameters that can be clearly articulated and documented. Classify core components under each section that are needed to accomplish the goal. Communicate and share with the team.

SMART Goal Template		
SMART Goal:		
		Core Components
S	SPECIFIC What exactly do you want to accomplish?	
M	MEASURABLE How do you plan to track your progress?	
A	ACHIEVABLE/ ACTIONABLE/ ACCOUNTABLE Is this goal realistic? Who will be responsible?	
R	RELEVANT/ RESOURCES How pertinent is this goal? What will you need to be successful?	
T	TIME BOUND When will this goal start and end?	