

SMART Goal Setting Worksheet Individual Goals

Do your goals meet the following Criteria?

Specific – Is the goal clearly written, specifying who, what will be needed and who will help?

Measurable – Does the goal specify how many, How much or how often?

Achievable – Is the support needed to achieve the goal available by the date needed?

Relevant – Does the goal make a difference in your business?

Time-bound – Do you have a completion date for this goal?

What is the Goal?

Why is it important to your business?

Completion Date: _____

What support will be needed to complete this goal & who will supply it?

Action Item: _____

Who: _____ **Deadline:** _____

Action Item: _____

Who: _____ **Deadline:** _____

Action Item: _____

Who: _____ **Deadline:** _____

Action Item: _____

Who: _____ **Deadline:** _____