

Appendix 29 - SMART Goals Worksheet

Use this worksheet to help you draft your goals in a way to make things easier and increase the likelihood completion and successful attainment.

S	Specific	Be very clear in what you want to achieve. Consider breaking the goal down into smaller steps if needed.	
M	Measurable	How will you know when you have achieved your goal? What are your metrics? What will you be doing at that time? What will you have started or be doing regularly? What will you have stopped or be doing less of?	
A	Achievable	Ensure your goals are not too high. Don't set yourself up to fail! Consider setting smaller goals on your way to the big one. If you don't achieve what you set out to, then ask what you could do differently, what would make it more likely to succeed next time?	
R	Relevant	Ensure this the right time and the right reasons. Is it resourced? Dose this align with my long-term objectives?	
T	Time-bound	Set a reasonable time limit to achieve your goal. 1 week, 1 month, 6 months, 1 year, 5 years? Consider different (smaller) time limits for smaller steps.	