**SMART GOAL WORKSHEET**

**RELEVANT**

**MEASURABLE**

Intention

**SPECIFIC**

**TIMELY**

**ACHIEVABLE**

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| *What do you want to achieve?* | *What?*  *Why?*  *Who?*  *When?*  *Where?* | *How much?*  *How often?*  *How will I know when it is accomplished?* | *Buy-in?*  *Attainable?*  *Actions to achieve goal?* | *Are results relevant to my work?*  *Realistic?*  *Resources?* | *When?*  *What can I do today?* |
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