**SMART GOAL WORKSHEET**

**RELEVANT**

 **MEASURABLE**

Intention

**SPECIFIC**

 **TIMELY**

**ACHIEVABLE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *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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