

Good Goals are SMART Goals

Use this worksheet to transform your goals into SMART ones – **S**pecific, **M**easurable, **A**ttainable, **R**elevant, and **T**ime-bound. Crafting SMART goals takes practice and demands thoughtful consideration at each step. However, once you’ve mastered the art of writing them, it can make an immense difference in your workplace success.

Other resources:

[What are SMART Goals?](#)

[SMART Goals Examples](#)

S Specific	What tangible outcome do you want to achieve?
	<i>ie: Increase our overall customer satisfaction score</i>
M Measurable	How can you measure progress? What does success look like?
	<i>ie: Increase score from 75% to 80%</i>
A Attainable	Is this a realistic goal? Do you have the skills/resources to achieve it?
	<i>ie: Increase the score in one fiscal year</i>
R Relevant	Does your goal align with what the organization/department is trying to accomplish? Is the goal a priority focus for you?
	<i>ie: Yes/No</i>
T Time-Bound	What’s the timeframe for accomplishing this goal?
	<i>ie: By the end of the fiscal</i>
SMART Goal	Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed.
	<i>ie: Increase our overall customer satisfaction score from 75% in the last fiscal year to 80% by the end of this fiscal</i>