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**Smart Goals Worksheet**

Company: ………………………………………………………………

Name: ……………………………………………………………………

Date: ………………………………………………………………………

**1. Write down your goal using as few words as possible.**

My goal is to: ………………………………………………………

**2. Make your goal detailed and SPECIFIC.** Answer who/what/where/how/when.

………………………………………………………………………

How will you reach this goal? List at least 3 specific action steps:

1. ………………………………………………………………………
2. ………………………………………………………………………
3. ………………………………………………………………………

**3. Make your goal MEASURABLE.** Answer how much/often/many.

Add details, measurements and tracking details. I’ve reached my goal when I have reached the following number:

………………………………………………………………………

**4. Make your goal ATTAINABLE.** Is this goal realistic?

Yes/No

What do you need for success?

Preconditions needed to achieve this goal: ……………………....

How much time is needed: ……………………………………….

Things I need to educate myself and the team about…………..

Additional resources to look through…………………………….

**5. Make your goal RELEVANT.** Is it important in long-run what you want to achieve?

Yes/No

Why you want to reach this goal? Is it aligned with your company’s overall objective? ………………………………………………………………………..

**6. Make your goal TIME-BOUND.** Answer when.

I will reach the goal by: …….../……….../……….

Halfway measurement will be ………………….. on (date) …….../……….../……….

Additional dates I need to set:..........................

**Next step:** Learn how you can track your team progress towards the goals, on a weekly and quarterly basis, with Weekdone. Go to weekdone.com and sign up for a free trial.

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**For additional goals, repeat the process. Use this table to sum them up:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **GOALS** | | | | |
| **Specific** | **Measurable** | **Attainable** | **Relevant** | **Time-bound** |
| Who? What? Why? Where? When? | How much? How often? How many? | Achievable? | Is it ultimately important? | When? |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

Write out your SMART goals:

Goal 1: ..................................................

Goal 2: ..................................................

Goal 3: ..................................................

Goal 4: ..................................................