

**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](https://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: .....