**SMART Goals Worksheet**

***Draft Goal***:

 *Answers at time of development 6 Month Update*

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| **Specific*** What is the desired result? (who, what, when, why, how)
 |  |  |
| **Measurable*** How can you quantify (numerically or descriptively) completion?
* How can you measure progress?
 |  |  |
| **Achievable*** What skills are needed?
* What resources are necessary?
* How does the environment impact goal achievement?
* Does the goal require the right amount of effort?
 |  |  |
| **Relevant*** Is the goal in alignment with the overall mission or strategy?
 |  |  |
| **Time-bound*** What is the deadline?
* Is the deadline realistic?
 |  |  |

***Final Goal***: