**SMART Goals Worksheet**

***Draft Goal***:

*Answers at time of development 6 Month Update*

|  |  |  |
| --- | --- | --- |
| **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***: