

# SMART Goals Template & Worksheet

SMART goals are specific, measurable, achievable, relevant and time-bound. It's not uncommon for a business or employee to develop two or three smart goals to help them focus their efforts over a timeframe; three, six, nine or twelve months. Use this template to draft your own SMART goals, or share the template with your team so that they can create theirs.

## SMART Goal 1:

Is it Specific?	
Is it Measurable?	
Is it Achievable?	
Is it Relevant?	
Is it Time-bound?	

## SMART Goal 2:

Is it Specific?	
Is it Measurable?	
Is it Achievable?	
Is it Relevant?	
Is it Time-bound?	

## SMART Goal 3:

Is it Specific?	
Is it Measurable?	
Is it Achievable?	
Is it Relevant?	
Is it Time-bound?	