**SMART Goals Worksheet**

**Draft Goal:**

Answers at time of development 4 Week 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? |  |  |
| **Attainable**  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? |  |  |