**SMART Goals**

| **S**pecific:  | *What do you want to accomplish & why? Who is involved?* |
| --- | --- |
| **M**easurable:  | *How will you know when the goal is complete? What metrics will you track?* |
| **A**ttainable:  | *Is the goal realistic? How will you accomplish it?* |
| **R**elevant:  | *Does it align with the company’s long-term plans/vision?* |
| **T**ime-bound: | *When does the goal need to be completed?*  |

| **Goal****Completion Date:** |
| --- |

**Key Steps**

*What needs to happen in order to meet the goal?*

| ***Description*** | ✔️ |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |