

S	M	A	R	T
SPECIFIC	MEASURABLE	ACHIEVABLE	RELEVANT	TIME-BOUND
State what you'll do	Provide a way to evaluate	Within your scope	Makes sense within your job function	State when you'll get it done
Use action words	Use metrics or data targets	Possible to accomplish, attainable	Improves the business	Be specific on date or time-frame

GOAL ONE:

GOAL TWO:

GOAL THREE: