**SET YOUR S.M.A.R.T. GOALS**

SMART Goals are specific, measurable, achievable, relevant and time-bound. Through this Template we invite you to set your main goal and generate a conversion process towards SMART Goals. Thanks to this exercise you will be able to rethink your goal through different questions that will guide you towards the SMART methodology.

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| **INITIAL** | Write the goal you have in mind |
| **GOAL** |   |
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| **S** | What are the concrete steps of the plan? Who is needed to carry it out? How to prioritize this objective compared to others? |
| **SPECIFIC** |   |
|  |  |
| **M** | What data is needed? Where will the data be located and how will it be accessed? What are the reasonable milestones? How will it be known that the objective has been met? |
| **MEASURABLE** |   |
|  |  |
| **A** | What are the steps needed to achieve this objective? Is this objective realistic compared to past performance? What external (and internal) factors could prevent this objective from being achieved? |
| **ACHIEVABLE** |   |
|  |  |
| **R** | Why is this the goal now? Who are the right people to pursue this goal? How will this goal advance a long-term strategy? |
| **RELEVANT** |   |
|  |  |
| **T** | Is this achievable in the given time frame? What is the longest and shortest possible time to achieve this goal? When and how to check progress? |
| **TIME-BOUND** |   |
|  |  |
| **SMART** | Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed |
| **GOAL** |   |