

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.

INITIAL GOAL	Write the goal you have in mind
S SPECIFIC	What are the concrete steps of the plan? Who is needed to carry it out? How to prioritize this objective compared to others?
M MEASURABLE	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?
A ACHIEVABLE	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?
R RELEVANT	Why is this the goal now? Who are the right people to pursue this goal? How will this goal advance a long-term strategy?
T TIME-BOUND	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?
SMART GOAL	Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed