

SMART Goal Checklist

Name: _____

Specific

I am able to identify the following:

Yes

No

Who	Who needs to be involved to achieve the goal		
What	What needs to be accomplished		
When	A set time frame		
Where	A location or relevant event (if applicable)		
Obstacles	Related obstacles or requirements		
Why	The reason for the goal		

Measurable

I am able to identify the following:

Yes

No

Progress	Metrics to determine if the goal is met		
Milestones	Milestones for specific tasks to be accomplished		

Achievable

I am able to identify the following:

Yes

No

Importance	The importance of the goal		
Attainable	What the person can do to make the goal attainable		
Tools/Skills	What tools/skills will be needed and how to attain them		

Relevant

I am able to identify the following:

Yes

No

Team Focus	Alignment with team goals		
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Time-Bound

I am able to identify the following:

Yes

No

Timing	Realistic timing		
Deadline	A target completion date		