



SMART Goals Detail Sheet

ORGANIZER:

CLUB/SCHOOL:

DATE/YEAR:

GOAL:

SMART Goals: Analysis Questions	Specific (simple, sensible, significant)	Measurable (meaningful, motivating)	Achievable (agreed, attainable)	Relevant (reasonable, realistic & resourced, results-based)	Time-based (time-bound, time/cost limited, timely, time-sensitive)
	<ul style="list-style-type: none"> • WHAT do we want to accomplish? • WHY is this goal important? • WHO is involved? • WHERE is it located? • WHICH resources or limits are involved? 	<ul style="list-style-type: none"> • How much? • How many? • How is it tracked? • How will we know when this goal is accomplished? 	<ul style="list-style-type: none"> • How will this goal be accomplished? • Based on identified limitations, how realistic is this goal? 	<ul style="list-style-type: none"> • Is it worthwhile? • Is it the right time? • Does this goal match other efforts and/or needs? 	<ul style="list-style-type: none"> • What can be accomplished six weeks from now? • What can be accomplished six months from now? • What can be done today?

Explain how your goal is **Specific**, **Measurable**, **Achievable**, **Relevant** and **Time-based**:

SPECIFIC:

MEASURABLE:

ACHIEVABLE:

RELEVANT:

TIME-BASED:

