

BE SMART

BREAKDOWN YOUR GOALS!

Use this fillable guided template to write a clear, actionable goal that supports your growth. Each prompt below helps you define your goal step-by-step. Once you complete the sections, you will have a fully written SMART goal.

S

SPECIFIC



What do you want to accomplish in your professional development?
Be as detailed as possible.

M

MEASURABLE



How will you measure success? What are your indicators of progress or completion?

A

ACHIEVEABLE



Is this goal realistic? What time, tools, or support will you need?

R

RELEVANT



How does this goal relate to your current role or future aspirations?

T

TIME



What is your deadline for reaching this goal? Is there a milestone or timeframe?

YOUR SMART GOAL STATEMENT

(cut/paste all the elements above)