



S.M.A.R.T. GOAL CHECKLIST

SPECIFIC: Is the goal stated clearly and simply? are the definitions of key words understood globally? Is the importance of the goal clear conveyed?

Yes No

State Goal: _____

MEASURABLE: Will you be able to measure clearly whether or not the goal is achieved? Is success or failure clear (in other words, not left up to interpretation)? Will everyone understand success the same way?

Yes No

Show Measurement: _____

ATTAINABLE: Does the goal inspire and motivate? Does it allow for stretch and growth while at the same time has logic behind how it can be achieved?

Yes No

What are some actions that will help you achieve the goal: _____

RELEVANT: Does achieving this goal help further the mission and org goals? Is this the right thing to be focusing on now?

Yes No

TIME BOUND: Are there deadlines set to ensure accountability? Are there clear milestones or benchmarks set that will indicate trending success or failure to inform actions to maximize the trend or reverse the trend?

Yes No

By when should the goal be achieved? _____

What are some benchmarks along the way? _____