

Specific | Measurable | Achievable | Relevant | Timebound

1. Specific - your goal should be clear and specific
2. Measurable - allows you to track your progress.
3. Achievable – make sure it's realistic and attainable to be successful. It should stretch you and still remain possible.
4. Relevant – it should matter to you, in context of your larger goal, your purpose.
5. Time-bound - to make it happen have a clearly defined timeline. For more complex tasks include a start and end target date.

Worksheet:

Initial thought, goal or action	
Specific	What needs to be accomplished? Who needs to be included? What makes this important?
Measurable	What measurable criteria can be applied? Eg how much / how many?
Achievable	Do I/they have the skills required to achieve the goal? If not, can I/they attain them? Is the amount of effort required in line with what the goal will achieve?
Relevant	Why am I setting this goal now? Is it aligned with my overall objectives?
Time-bound	What's the timeline – start and end date; check - is it realistic?
SMART goal	