



## S.M.A.R.T. Goal Questionnaire

S.M.A.R.T. goals are those that are specific, measurable, achievable, results-focused and time-bound. When writing these goals use concise language but include relevant information. They are designed to help you succeed, so be positive when answering the questions.

**Goal:** \_\_\_\_\_

**1. Specific. What will the goal accomplish? How and why will it be accomplished?**

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**2. Measurable. How will you measure success (list at least two indicators)?**

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**3. Achievable. Do you have the necessary knowledge, skills, abilities, and resources to accomplish the goal?**

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**4. Results-focused. What is the reason, purpose, or benefit of accomplishing the goal? What is the result (not activities leading up to the result) of the goal?**

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**5. Time-bound. What is the established completion date and does that completion date create a practical sense of urgency?**

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**S.M.A.R.T. Goal:**

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