

# SMART GOAL TRACKER

How is it **Specific**?

How is it **Measurable**?

Why is it **Attainable**?

Why is it **Relevant**?

How is it **Time-Bound**?

## ACTION STEPS TO UNDERTAKE THE GOAL:

Step #1	
Step #2	
Step #3	
Step #4	
Step #5	

GOAL COMPLETED:    YES    NO



## **Attainable:** Is there something I can do?

Consider the tools and skills that will go into attaining this goal. Do you have what/who you need?

## **Relevant:** Is there something that will advance my mission?

Does this goal align with one of your organizational priorities this quarter?

Will this goal bring your organization closer to achieving it's annual initiatives?

How will your organization benefit from achieving this goal?

## **Timely:** When is my deadline?

What is your deadline? What should be achieved at the halfway mark? How could you create a system for progress check ins?