# Name: Date:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **GOALS** | | | | |
| **INTENTION** | **SPECIFIC** | **Measurable** | **Attainable** | **Relevant** | **Time Based** |
| **What is it that you want to achieve?** | **Who? What? Why? Where? When?** | **How Much? How often? How many?** | **Achievable?** | **Is it important to what you want to achieve ultimately?** | **When?** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Print and attach additional sheets if necessary to capture information for additional goals.

# Phrasing your smart goals

In the spaces below, develop a statement defining your specific goal, incorporating as many of the elements that you worked on above as possible into the statement. This will include the actions you plan to take to meet this goal, your timeline, and how it will meet the organisational or personal goal you are addressing. Also indicate what types of additional skills and resources are necessary to facilitate this goal.

# GOAL 1:

**GOAL 2:**

**GOAL 3:**

**GOAL 4:**

Print and attach additional sheets if necessary to capture information for additional goals.