



SMART GOAL QUESTIONNAIRE

SPECIFIC

A goal needs to be specific and focused as opposed to being ambiguous and vague. When you are thinking about a goal, you should have a precise image in your mind of what achieving your goal will look like.

You should be able to answer the following questions for a specific goal:

- Who is involved?
- What needs to be accomplished?
- Where does it need to take place?
- When should it be accomplished by?

MEASURABLE

The “measurable” in SMART goals points to the ability to measure progress as you seek to achieve your goal. Your goal should be quantifiable, such that you can track its progress through milestones that you set along the way. If you cannot measure your goals, it will be difficult to manage them.

If you can answer the following question, your goal is measurable: How will I know when the goal is accomplished?

ATTAINABLE

An attainable goal is realistic. It is good to set ambitious goals, but they must be attainable. An attainable goal is one for which you have the required skills, knowledge, and resources available.

You should be able to answer the following question to determine if a goal is attainable:

- Exactly what do I need to do to accomplish this goal?
- Do I have the time, resources, and skills necessary to meet this goal?

REALISTIC

When setting goals in a business setting, they must be relevant to the industry and to your job responsibilities. A relevant goal is consistent with your other goals and plans for what you want to achieve in the business.

You should be able to answer “Yes” to the following questions about a relevant goal:

- Is this goal worthwhile to the company?
- Does this goal fit in well with other goals for the business?
- Is this goal in line with my job responsibilities and skill set?

TIME BOUND

A goal needs to have a target date that you want to achieve it by. Without a deadline for your goal, you will not be able to measure progress and you might push it off in order to do other “not so important” tasks.

Use the following questions to check if your goal is time bound. If you can’t answer these questions, it probably isn’t.

- When do I need to complete this goal by?
 - How much time do I need to spend on achieving this goal?
 - What do I need to complete today, a week from now, a month from now, and so on?
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S-Specific: Instructions: state exactly what you want from your goal to a point anyone could read it out loud and understand exactly what you are trying to do.

Objectives	Descriptions	Due Date
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- 1.
- 2.
- 3.
- 4.

M-Measurable: Write how you are going to measure your success. It will let you know you've reached your goal. Always add "or more" or "or less" to the end depending on the goal.

Objectives	Descriptions	Due Date
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- 1.
- 2.
- 3.
- 4.

A-Attainable: Instructions: Avoid starting with something completely out of reach. Ask yourself what you are willing to do, and to sacrifice, to achieve the goal.

Objectives	Descriptions	Due Date
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- 1.
- 2.
- 3.
- 4.

R-Relevant: Instructions: Is this goal tied to your organization's mission?

Objectives	Descriptions	Due Date
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- 1.
- 2.
- 3.
- 4.

T-Time Bound: Instructions: What is the deadline for you to achieve your goal? Write an exact date. Remember—this has to be attainable as well.

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- 1.
- 2.
- 3.
- 4.