

How SMART is your goal?

Use this worksheet to compare your goal to the SMART criteria.

What is my goal? _____

S

SPECIFIC

What do I want to accomplish with this goal?

Does your goal state a specific action, result or behavior? Does it start with an action verb? If it doesn't, try rewriting it below to include exactly what you want to do.

M

MEASURABLE

How will I know I've reached my goal?

Is there a way to measure the results of your goal? Hard numbers? A new skill? A completed activity? If not, think of the best way to measure your success then rewrite your goal.

A

ATTAINABLE

What will it take to achieve my goal? Am I stretching my talents and abilities?

Is your goal too easy or is it impossible to achieve? Does it challenge you and stretch your talents, knowledge and abilities? If it doesn't, rethink and rewrite the goal to provide a realistic challenge.

R

RELEVANT

What does this goal mean to the goals of the company?

Does this goal support the company's strategic goals? Does it relate to the goals of the division and of the department? If it doesn't, you should rethink what you want to accomplish and rewrite the goal.

T

TIMEBOUND

What is my deadline for accomplishing this goal?

Does the goal have a definite ending date? Can it be accomplished during the performance period? If not, rewrite the goal so that it has a set timeframe for completion.

Make sure your goals are a success...be SMART!



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