

S.M.A.R.T. GOALS WORKSHEET

S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and set a timeline. When writing S.M.A.R.T. Goals use concise language, but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

Write down the new initiative/goal you have in mind:

SPECIFIC: *What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?*

MEASURABLE: *How can you measure progress and know if you've successfully met your goal?*

ACHIEVABLE: *What is the motivation for this goal? Do you have the skills required to achieve the goal? If not, can you obtain them? Do you need funding? Is the amount of effort required on par with what the goal will achieve?*

RELEVANT: *Why are you setting this goal now? Is it aligned with the overall chapter objectives/strategic plan?*

TIME-BOUND: *What is the timeline and is it realistic?*

Review what you have written, and craft a new goal statement based on the answers to the questions above.

My SMART Goal:

What are the specific steps you will take to achieve this goal? List them out with target dates.

| Action Steps | Responsible | Target Date |
|--------------|-------------|-------------|
| 1. | | |
| 2. | | |
| 3. | | |

Notes:

Review your SMART goal statement regularly and track your progress towards achieving it.

Celebrate your success when you accomplish this goal!