SMART Goal Worksheet

The SMART goal framework is an easy way to break down what you would like to achieve in a set period of time. This framework can help you clearly define your goals so that you can easily develop a strategy with your team to reach them. Fill out the form below to develop your team's goal!

S SPECIFIC	What do you want to accomplish? (i.e.: Increase revenue, decrease phone hold time, etc.)

M MEASURABLE	How can you measure progress and what metric will you use to track if you've met your goal?

A ACHIEVABLE	Do you have the resources to achieve this goal? If not, what can you do to obtain them? Is the amount of effort required aligned with the goal?

R RELEVANT	Why am I setting this goal now? Is it aligned with my other overall objectives?

T TIME BOUND	What is the deadline that you have for this goal? Is it realistic and achievable?

SMART GOAL	Review what you wrote above and synthesize these answers into a single sentence. This will serve as your SMART goal moving forward.