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| --- | --- | --- |
| **Specific** | Who is involved?What do you want to accomplish?Where will it be done?When will it be done?Why are you doing this? Which constraints or requirements do you have?  |  |
| **Measurable** | Starting from where and going to where? Can you track the process and measure the outcome? How much? How many?How will you know when the goal has been achieved?  |  |
| **Attainable** | Is the goal reasonable enough to be accomplished?Ensure the objective is not out of reach or below standard performance. |  |
| **Relevant**  | Is the objective worthwhile and will it meet our strategic objectives? Is each objective consistent with other objectives you have established and does it fit with our immediate and long-term plans? |  |
| **Time based**  | All objectives should have final as well as intermediate deadlines.This establishes a sense of urgency and prompts the team to manage their time.  |  |

**Smart goals template**