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Pin Are you tired of setting goals you don't achieve? The reason that many people don't succeed is because they don't know how to set effective goals. This free SMART Goals Template will show you how to set goals that you will actually achieve step-by-step. Setting goals and creating a clear roadmap for how you'll reach each goal increases your chances of success. It enables you to decide what you can prioritize, what you need to make progress and eventually reach your goals. When iterative development is used, it is SMART. S = Specific (What will be accomplished? What actions will you take?) M = Measurable (Can you measure the outcome?) A = Achievable / Attainable (Is your goal attainable? Do you have the necessary skills and resources?) R = Relevant (Is this goal relevant to your current priorities and long-term aspirations? How does this goal support your personal aspirations or the strategic objectives of your organization?) T = Time-Bound (What is the deadline for achieving this goal?) SMART goals have a higher chance of success since they are specific, measurable, achievable, relevant, and time-bound. Every goal can be made S.M.A.R.T. and as such, has a better chance of becoming reality. Pin The following SMART goal template will help you write down clear and measurable goals to work toward. Research shows that when you put your goals in writing, you will be much more likely to achieve them. Our free goal-setting template printables will help you set your goals step-by-step in writing. The PDF version is editable and you can type on it. However, if you prefer working with Excel, then select the goal-setting template Excel format. The Word version is helpful if you want to edit the template. Click on the button below to convert any goal into a SMART goal. SMART Goals Worksheet with Action Steps Use our free printable SMART goals worksheet PDF to ensure that your goals are specific, measurable, attainable, relevant, and timely. The template will help you ensure that your goal is SMART and thus increase your chances of success. If you want to work on more than one goal, then make a few more copies of the printable goal sheets. Specific Goals that are well-defined, detailed, and clear, have a much greater chance of being reached. To make a goal specific, try to relate to the five "W" questions: What do I need to do? Where will I reach this goal? When will I reach the goal by? Who needs to be involved to achieve this goal? Why do I want to achieve this goal? This is important to keep you motivated and on track and to ensure that the goal is meaningful and worth your time and energy. Example of a vague or non-specific goal: I want to lose weight. Example of a specific goal: I want to lose 14 pounds within the next three months by eating clean food only and working out at the gym five days a week. I will feel much better about myself if I lose this weight. Use the SMART goal sheet to answer each of these questions. Measurable A goal must be measurable so that you can measure your progress and determine if you are on track. You should be able to tell when you reach your goal. Example: My goal is to lose 14 lbs and to work out five days a week. Achievable The goal should be challenging and require work and not be too easy. It should be attainable with some effort on your part. Ideally, your goal should require you to stretch a little outside of your comfort zone. Take your available time, skills, and financial situation into account, and whether you can achieve the goal with reasonable effort. Don't set goals that are too difficult or overwhelming. If your goals are too big, then break them up into mini-goals or baby steps. Example: I know I can lose 14 lbs since I have done it before. I have also worked out 5 times a week before, so I know it is achievable. If that sounds overwhelming, then set a goal to lose 2lbs only. When you reach that goal, you will set another goal. Relevant "Relevant" refers to the importance of ensuring that the goal aligns with broader objectives, such as the strategic goals of an organization or the personal values and long-term aspirations of an individual. A relevant goal is one that matters and contributes meaningfully to the bigger picture, ensuring that the effort put into achieving it is worthwhile and supports overall success. Example: Does losing weight align with my personal values or long-term health goals? This question helps determine the goal's relevance by assessing whether achieving it will significantly contribute to your broader health and wellness aspirations. It ensures that the effort you plan to invest in this goal will positively impact your overall quality of life and self-esteem, making the goal not just a temporary challenge but a meaningful step towards your desired lifestyle. Time-Bound A goal must have a start and finish date. You must also have the time to do each of the steps you will need to take. Example: I will start now and reach my goal in 3 months. I will exercise five times each week and lose about 1 pound each week for 3 months. It is important that your goal is positive. You want to focus on what you want to do and not what you don't want to do. What you focus on, increases. So when you focus on not doing something, then that will increase too. Download the SMART goal-setting worksheet template in black and white or the color version above. See our goal tracker and goal planner. Variations of the SMART Goals Acronym The acronym "SMART" is widely used as a guideline for setting effective goals. The most common version of the SMART acronym stands for Specific, Measurable, Achievable, Relevant, and Time-bound. However, there are several variations of this acronym, each adapting the original idea to fit different contexts or emphases. The variations in the SMART goals acronym each serve to emphasize different aspects of goal setting that might be particularly relevant to certain scenarios or for specific types of goals. Here's why each version is beneficial and when it might be best utilized: Specific, Measurable, Achievable, Relevant, Time-bound: This is the most common variation of the SMART goals acronym. This version is widely used across many fields due to its versatility and clarity in setting effective goals. Good because: This format ensures that goals are clear and detailed (Specific), can be quantifiably assessed (Measurable), are realistic and attainable (Achievable), align with broader objectives or are important to the individual or organization (Relevant), and have a definite time frame by which they need to be completed (Time-bound). These criteria help prevent ambiguity and improve the likelihood of achieving the goals. Best used when: This version is suitable for a wide range of situations, from personal development and educational settings to business and project management. It's particularly effective when you want to ensure that goals are actionable and directly linked to strategic plans or personal growth objectives. It can be used in setting performance targets for employees, planning personal development goals, or defining milestones in project timelines. Specific, Measurable, Assignable, Realistic, Time-related: Good because: It emphasizes the importance of clear assignment of responsibility, making it ideal for team settings where clarity on who is accountable for each part of a goal is necessary. Best used when: In project management or organizational settings where different team members need to be clearly understanding their specific responsibilities within a broader goal. Specific, Measurable, Attainable, Relevant, Trackable: Good because: The focus on being trackable encourages ongoing evaluation of progress, which can help in adjusting tactics or strategies as needed. Best used when: Continuous improvement and iterative development are necessary, such as in software development or marketing campaigns where adjustments are often required based on real-time feedback and data. Specific, Motivating, Achievable, Relevant, Time-framed: Good because: Including motivation as a criterion helps ensure that the goals set are engaging and likely to inspire sustained effort, which is crucial for long-term or challenging projects. Best used when: Team morale and individual motivation are critical to the success of the endeavor, such as in startups or during significant organizational changes. Specific, Measurable, Agreed upon, Realistic, Time-based: Good because: The emphasis on agreement ensures buy-in from all parties involved, which is crucial for collaborative efforts and complex stakeholder environments. Best used when: The goal-setting process involves multiple stakeholders or departments, ensuring that everyone is on board and committed to the goal, such as in cross-departmental projects or partnerships. Strategic, Measurable, Achievable, Result-based, Time-specific: Good because: The focus on strategic alignment and results ensures that the goals contribute directly to the broader objectives of the organization and are outcome-focused rather than just task-oriented. Best used when: Aligning departmental or individual goals with the overall strategy of an organization, particularly useful in corporate settings where linking daily activities to strategic outcomes is crucial. Each of these versions of SMART goals can be selectively applied based on the specific needs and circumstances of the goal-setting environment, ensuring that goals are not only set but also effectively achieved. Who developed the concept? The SMART goals acronym was first developed by George Doran in a 1981 article "There's a S.M.A.R.T. way to write management goals and objectives". The article explains how managers understand that the most critical steps in a company's management process are the establishment of objectives and the development of their respective action plans. However, most managers cannot write meaningful objectives. The author acknowledged that writing objectives was a major source of anxiety. Therefore, he suggested people just think of the acronym SMART in order to write effective objectives and simplify the process. Why is it important to put your goals in writing? According to a study done by Gail Matthews at Drexel University, those who wrote down their goals accomplished significantly more than those who did not write down their goals. In another study by psychology Professor Dr. Gail Matthews, those who wrote down their goals and actions had a success rate that was 33% higher than those who didn't. In the book "Goals" by Brian Tracy, the author describes a Harvard University study done in 1979. In the study, researchers asked recent Harvard MBA graduates if they had set any specific goals they wanted to achieve in the future. Only 13% of the graduates had set clear goals and a mere 3% had written their goals down. 84% of the graduates had no goals at all. The researchers followed up with the graduates 10 years later. The graduates who had set themselves goals were making twice as much money as those who hadn't (on average). And those graduates who had written those goals down were earning 10 times as much (on average)! How to decide which goals to set for yourself? To reach your goals, you need to know what they are and you have to write them down clearly but how do you come up with your goals in the first place? Brainstorm Sit down somewhere quiet and devote time to the process. Think about all your dreams. Include all aspects such as your career, personal development, health, wellness, fitness, family, relationships, financial situation, etc. Brainstorm and create goals across all areas of your life to ensure that your life is balanced. If you don't consider all areas, you might find that you have reached your goals but you are still not happy. For example, if your goal is to succeed at work but you put all your time into work and neglect your family or health, then even when you reach your goals you won't feel fulfilled. You won't feel happy and content. Therefore, make sure that your goals are balanced to make your life balanced. Review and Revise A few days later, go over your list. Think about why you want to reach each goal. What benefit will it bring you? You need to be sure that a goal will benefit you or someone close to you, in terms of career, personal life, or relationships. For some reason, they cannot seem to live their dream life. Why do some people achieve amazing accomplishments and others stay stuck their entire lives? The reason why you want to achieve a goal or you are not willing to put in the work required, then take it off your list. Rank Your Goals You should now be left with a list of revised goals. Take each goal and rate it in order of importance in your life. Ask yourself, if I were to achieve the goals on this list, which one would have the greatest positive impact on my life? I isn't that important and wouldn't have much impact? I would be your dream life Take the top four goals that have the highest ranking and start working on those. In the book "How to Get the Most Out of Your Life" By Zig Ziglar, the author explains that four is the maximum number of goals anyone can realistically juggle. That doesn't mean that you won't work on your other goals. You will just put them on hold until you've achieved one of your top four goals. Benefits of SMART Goals Why should your goals be SMART? Setting goals forces you to think about what you actually want in life. So many people live their lives on autopilot. They don't even stop to ask themselves what they want out of life they just "survive". They might have a vision but as the saying goes "a vision without a plan is just a dream". If you want to turn a dream into reality, you need to sit down and plan. You need to clearly define each goal and create a plan to reach it. Setting SMART goals forces you to give thought to what you want to achieve and if you are willing to do what it takes to achieve them. This reflection process is essential to living the life that you want. Some people set goals that they don't really want or don't matter enough to them. They might think they do or maybe society or their parents might have influenced them. Once they sit down and devote time to writing their goals they might decide to change them to achieve things that are more important to them. Setting SMART goals enables you to devote time to reflect and ensure that your goals are really what you want to achieve. Increase your chance of reaching your goals Setting goals and achieving them will enable you to live the life you want. However, you need to know where you want to end up when you create a plan of action. Most people don't reach their goal because they are frustrated by their lack of progress in their career, personal life, or relationships. For some reason, they cannot seem to live their dream life. Why do some people achieve amazing accomplishments and others stay stuck their entire lives? The reason why most people don't reach their potential is that they don't believe they can and they haven't taken the time to decide exactly what they want and how to get it. In fact, most people don't even know how to set goals properly and have never actually set defined goals. SMART goals make you more efficient Even if you set goals but your goal-setting process is not effective, then the chance that you achieve your goals is not nearly as great. Moreover, you might even find yourself working really hard to reach your goals but if you are not working effectively toward your goals it might not get you where you want to go. When you set SMART goals and an effective action plan you will find yourself becoming a lot more efficient. You will spend your time on the things that matter (i.e. the things that will advance your goals). SMART goals save you time Once you have clearly defined goals, it will help you stay focused and prevent you from becoming distracted or focusing on things that won't help you reach your goals. This is because a SMART goal has clearly defined outcomes so you will be in a better position to understand exactly what you need to do to achieve your goal. It might take time to sit and define your goals but in the long run, you will save a lot of time so it is worth it. Once you have defined your goals you can eliminate many activities that don't promote your goals and you will focus on those that do. This will make you more effective. You will also enjoy your time more since you won't be wasting time on things that don't lead you to your goal. How to Reach Your SMART Goals Create an Action Plan Break your goal down into small manageable targets. Set action items to reach each target. How do you do this? Write down all the action items you can think of that you could do to achieve your goal. Include the steps you will take, the resources you will need and the knowledge you will need to acquire. Keep adding to this list until it is complete. You will find yourself adding things later on that you suddenly realize you need. That is great. Be flexible and revise your list whenever you need to. Our free goal planner will help you do this. Organize your list into an action plan. List every single action item you will need to complete in order to achieve your goal. You can use our free checklist template to do this. Try to organize the list in the order you need to complete the tasks as it will help you be more organized and systematic. The order should be determined either by priority or by the things that need to be done first to allow other things to be done. I always like to focus on the 20% of the tasks that will account for 80% of your success. However, it isn't always clear which of the items are in the 20% group. If you can identify them, then focus on them first. Once your action plan is ready, get to work! Start today and do something every day to move you toward the achievement of your goals. Keep going every single day. When you do this, you trigger the "momentum principle" of success. It may be hard in the beginning but, eventually, it becomes a habit, and reaching your goals will get easier and easier. Hold yourself accountable Print our free goal planner and map out the milestones that will lead you to achieve your goal in the monthly planner. Each week, schedule the tasks that you will need to complete in your weekly and daily planner. At the end of each day, spend a few minutes on reflection. Did you reach your goals for that day? If not, what can you do the next day to reach them? Plan your goals for the next day ahead of time. Either do it first thing in the morning if you have time or the night before if you don't have time in the morning. Work hard Reaching your goals takes hard work and determination. If you don't put in the work, you won't get where you want to go. You also need to understand that anything worth getting is going to take time. Keep at it. Don't give up. Even those people who are considered extremely successful have encountered obstacles. Work hard and you will get wherever you want to be, reach your potential and live your dream life. Stay motivated and determined How do you stay motivated to reach your goals? Determination is what will keep you doing whatever you need to do to reach your goals. Determination is probably one of the traits that separate those who succeed from those who don't. If you are determined to reach your goals then you will reach them. When you encounter an obstacle, you will overcome it (see turn lemons into lemonade). If your motivation and determination start fading, then try the following: • In your goal planner there is a section to record why you want to reach each goal. Read this over and remind yourself why you are doing this. This will help motivate you and make you more determined to reach your goals. • Positive thoughts can materialize into reality, so stay positive (see how to manifest your goals). As soon as people encounter obstacles, many start with negative self-talk. They persuade themselves that they cannot achieve their goals and there is no use. Try using positive affirmations to offset negative self-talk and limiting beliefs (see how to write affirmations). You might want to create positive affirmation cards and put them all over your home to remind yourself that you are totally capable of reaching your goals. • Try visualization to imagine yourself reaching your goals. You might also want to create a vision board to have a visual picture of where you are going. References: Setting goals is an integral part of personal and professional development, and adopting the SMART criteria enhances the effectiveness of goal-setting. SMART goals are Specific, Measurable, Achievable, Relevant, and Time-Bound, providing a structured framework for defining and achieving objectives. You can easily download the template in your preferred format, available in PDF, Excel, or Word. Identifying specific goals is the first crucial step in the SMART goal-setting process. By clearly outlining what you want to achieve, you create a roadmap that aligns with your overall objectives. This initial step ensures that your goals are targeted and purposeful. Breaking down your goals into SMART criteria ensures they are well-defined and attainable: Specific: Add details to your goal to make it unambiguous. Measurability: Quantify your achievements to track progress effectively. Achievability: Realistically assess whether your goal is attainable given your resources and constraints. Relevance: Connect your goal to larger objectives, ensuring it aligns with your overall vision. Time-Bound: Set clear deadlines to create a sense of urgency and accountability. Using these SMART Goal Template offers several advantages: Enhanced Clarity and Focus: The template guides you in clearly defining and refining your goals. Streamlined Goal-Setting Process: The structured format streamlines the goal-setting process, making it more efficient. Improved Goal Achievement Rates: The template encourages a comprehensive approach, increasing the likelihood of achieving your goals. The template consists of essential components to guide your goal-setting: Goal Statement: Clearly articulate your objective. Specifics and Details: Add detailed information to make your goal specific. Measurable Indicators: Define how you will measure progress and success. Achievability Assessment: Evaluate the feasibility of achieving your goal. Relevance to Overall Objectives: Ensure your goal aligns with your broader aspirations. Timeframe for Completion: Set a realistic deadline for achieving your goal. The SMART Goals framework is essential for setting clear, achievable objectives. In this article, We will provide free SMART Goals templates in Excel, Word, and PDF formats, making it easy to plan and track your progress. Let's discover how to use these SMART Goals templates and learn how to create and customize your own on Boardmix. Ready? Start achieving your objectives with precision and clarity today! What is SMART Goals Framework and Why Use SMART Goals Template Try the Template for Free The SMART Goals Framework is a tool used to set specific, achievable goals. It's an acronym where: - S stands for Specific: Goals should be clear, precise, and defined. - M stands for Measurable: Goals should have tangible metrics or criteria that let you know when you have achieved them. - A stands for Achievable: Goals should be realistic and attainable within your resources and time constraints. - R stands for Relevant: Goals should align with your larger business objectives or personal growth. - T stands for Time-Bound: Goals should have a clear timeline, including a start date and target completion date. Benefits of Using a SMART Goals Template 1. Clarity: Using the SMART goals template ensures your objectives are precise and understood by everyone involved. It eliminates generalities and guesswork. 2. Guidance: When you set SMART goals, it provides a roadmap to follow. It offers steps or actions that bring you closer to achieving your target. 3. Motivation: Because SMART goals are achievable and time-bound, they give a sense of possibility and urgency, which motivates individuals or teams to take action. 4. Evaluation: Since SMART goals are measurable, they make it easier to track progress and measure success. It gives a clear benchmark of what has been achieved and what is pending. 5. Alignment: SMART goals ensure that individual or team goals are aligned with the broader organizational objectives, thereby promoting cohesion and unity of purpose. Thus, using a SMART Goals template provides structure to your objectives, enhances focus and direction, and boosts motivation and trending hashtags, and responding promptly to followers' comments and queries." 2. Personal Development Goal: "Read six new books over the next three months to expand my knowledge in diverse genres, dedicating an hour each night for reading." 3. Financial Goal: "Save \$10,000 in a year for a down payment on a house by cutting back on unnecessary expenditures and allocating 20% of each paycheck to savings." 4. Health and Fitness Goal: "Lose 15 pounds in 5 months by exercising for 30 minutes every day and adopting a balanced diet plan." 5. Educational Goal: "Complete an online digital marketing course in the next four months to upgrade my skills and enhance my career prospects." Printable and Downloadable SMART Goals Templates for Free Boardmix offers a range of printable and downloadable SMART Goals Templates. You can create SMART Goals templates in whiteboard and export them in different formats - worksheets and forms, Word format, PDF format, and Excel format. SMART Goals Templates Worksheets and Forms These worksheets and forms are perfect for those who prefer to handwrite their goals. You can print them out and fill them in with pen or pencil. These templates have sections for each aspect of SMART, offering structured guidance for goal setting. SMART Goals Templates in Word Format For users who prefer digital organization, Boardmix offers SMART Goals Templates in Word format. You can download and edit these templates directly in Microsoft Word. Add your specific goals, measurement criteria, actionable steps, relevancy details, and timelines right within Word, and save or print as needed. SMART Goals Templates in PDF Format If you need a finalized, non-editable version of your goal-setting worksheet, the PDF template is ideal. Boardmix provides PDF SMART goals templates that you can download and use as a reference or share with others. SMART Goals Templates in Excel Format Excel format templates allow you to keep track of multiple goals at once and can automate certain aspects such as timeframes or percentages towards the goal. How to Edit and Customize SMART Goals Template in Excel 1. Download: Export and download the Excel template from Boardmix. 2. Goal Entry: Each row represents a goal. Under the 'Specific' column, write down your goal. 3. Measurable Criteria: Fill in the criteria you'll use to measure your progress towards each goal. 4. Achievable Actions: In the 'Achievable' column, list the actions or steps you'll take to achieve each goal. 5. Relevance: Under 'Relevant', explain how this goal aligns with broader objectives. 6. Time-Bound: Fill in your timeline under the 'Time-Bound' column. 7. Tracking Progress: You can use additional columns to track progress, set reminders or deadlines, etc. With a variety of free SMART Goals Templates available on Boardmix in different formats, you're bound to find one that suits your preference and aids you in setting clear, achievable goals effectively. How to Apply SMART Goals to Work and Personal Development Utilizing SMART Goals Templates can significantly improve your planning and execution in both professional and personal arenas. Let's examine how to leverage them for work and personal growth. How to Use SMART Goals Templates for Work SMART goals provide a structure that helps define job objectives, outlines the steps needed to achieve them, and set timelines for each goal. Here are a few samples of SMART goals for work. 1. Goal: Improve customer service satisfaction by 10% in the next quarter. - Specific: Increase customer satisfaction - Measurable: 10% increase - Achievable: By improving customer support response time - Relevant: To improve brand reputation and customer loyalty - Time-bound: In the next quarter 2. Goal: Reduce project management costs by 20% in the next fiscal year. - Specific: Reduce project management costs - Measurable: 20% reduction - Achievable: By streamlining processes and implementing cost-effective strategies - Relevant: To increase profitability - Time-bound: In the next fiscal year SMART Action Plan Example and Template A SMART Action Plan Template expands upon the SMART goals by adding an action plan that outlines how exactly each goal will be achieved. This helps to clarify what actions are needed, who is responsible for them, and when they need to be completed. A sample SMART action plan could be like this. 1. Goal: Boost website traffic by 25% over the next six months. Action steps: Redesign the website for better user experience, create a content marketing strategy, improve SEO tactics, etc. - Who's Responsible: The marketing team - Timeline: Website redesign by month 1, new content strategy implementation from month 2 onwards, ongoing SEO optimization. How to Use SMART Goals Templates for Personal Development. Setting SMART goals can also facilitate personal development, as they can be applied to a variety of goals, like fitness, learning a new skill, or improving finances. For example: 1. Goal: Run a half marathon in six months. - Specific: Run a half marathon (13.1 miles) - Measurable: Completion of the marathon - Achievable: By following a structured training program - Relevant: To improve physical fitness - Time-bound: In six months 2. Goal: Save \$5000 for a vacation in one year. Try the Template for Free - Specific: Save \$5000 - Measurable: When \$5000 is saved - Achievable: By saving around \$417 each month - Relevant: To enjoy a desired vacation - Time-bound: In one year Whether it's for professional growth or personal development, SMART Goals Templates can provide the structure you need to set clear, realistic goals and devise effective plans to achieve them. You have decided to set up some goals for yourself, either to improve your life or achieve something in your professional capacity. You know the importance of setting goals, but how to choose the proper goal-setting techniques is a big question. SMART is a popular approach used by most professionals while setting their goals, but like all other things, you need to know some important facts and limitations involved with it. Smart Goals Templates are valuable tools used to set clear, measurable, achievable, relevant, and time-bound goals. These templates provide a structured framework for individuals, teams, or organizations to define and track their objectives in a smart and systematic manner. Smart Goals, an acronym for Specific, Measurable, Achievable, Relevant, and Time-bound, help ensure that goals are well-defined, realistic, and aligned with overall objectives. Smart Goals Templates provide a structured and systematic approach to goal setting and tracking. By utilizing these templates, individuals, teams, or organizations can clarify their objectives, establish measurable targets, and enhance their focus and productivity. Smart Goals Templates can be customized to fit various contexts, such as personal development, project management, performance evaluation, or strategic planning. Whether used by individuals for personal goal setting, teams for project management, or organizations for strategic planning, Smart Goals Templates serve as effective tools for setting, monitoring, and achieving goals in a smart and organized manner. SMART Goals SMART can be explained as an acronym that can be used in goal setting. SMART is a term formed by combining the words "Specific, Measurable, Accepted, Relevant, Time" and defines the objectives in project management, which is named after the initials of these words. The first known use of the term SMART was made in George T. Doran's Management Review in November 1981. S = Specific: The target must be defined precisely and clearly M = Measurable: The target must be measurable A = Accepted: Target must be acceptable to recipients R = Reasonable: The target must be attainable. T = Time-bound: The target's schedule, beginning, and end should be clear If a goal meets all these criteria, it now becomes a SMART goal. If SMART is applied correctly, it demonstrates verifiable and measurable goals. Let's examine these five elements that makeup SMART. Let's take a look at the roadmap on how to create a SMART goal. First of all, the characteristics of the target should be defined as clearly as possible. The goal should be concrete, and there should be no undefined details. To determine these details, "what do I want to do, why is it important, how should it be, where, when?" questions should be asked. Smart goals should be clearly stated first. For example, "I have to practice a foreign language for at least half an hour every day to move to a higher position at my workplace. Thus, thanks to the foreign language that I developed well during my promotion period, I could reach my goal and be promoted." If the goal is to be transformed into a smart goal, it must be measurable. By using numbers, progress towards the goal can be tracked, and motivation can be maintained. "How many, how many, how will I know when I am a success?" questions should be asked. Let's exemplify measurability. "I will move to a higher position by doing the necessary work in 1 year at my workplace." It must be attainable for a goal to be counted among smart goals. Capacity needs to be challenged, but it is still a rational and realistic approach to see that the target is within reach and to set a target in this way. "How do I reach my goal? Is my goal realistic?" questions should be asked. Let's exemplify accessibility. "I have to work hard to get promoted. Do I have time for this? Can I put my social life on the back burner and focus entirely on work?" Is the specified target really appropriate for the person or institution that is declaring it or not? The answer to the question must be determined. If the target is not suitable for the person or the institution, the motivation will decrease, making it very difficult to reach the target. "Is it the right time, is it needed, are we the right person/institution, is this valuable, is it applicable in the current environment?" questions should be asked. If the answers are yes, it means that there is one more step ahead for the target to be among the smart targets. Let's exemplify conformity: "Is it the right time for extra training to help me get promoted? If I take this position, will I be able to handle it?" Smart goals must have a time limit and deadline. Smart goals should include a calendar. A target with an uncertain end date may cause permanent delay. Compliance with a strict schedule makes a goal more rational. A target calendar should be created by answering questions such as "When, where and I in two months, what stage will I be at next week, what should I do today?" Let's exemplify the timing: "There is exactly one year until the promotion time. I have to complete my studies exactly one month before that time, within 11 months and repeat it in the last month. I will test my foreign language once a month." The first contextual event in the history of SMART goals occurred in 1968. Dr. Edwin Locke published a seminal article, "Towards a Theory of Task Motivation and Incentives." Locke found that properly set goals result in superior corporate performance in the paper. Edwin Locke began his research on the power of goal setting and organizational performance in the late 1960s. George T. Doran published an article in 1981 called "Management has a SMART way to write down goals and objectives" and laid out the main principles of SMART goals. Goal setting is the starting point of all the achievement and success in any field. It is the main reason some people become what they want, and some don't. You need to set goals for you to be able to achieve any success in your life. Goal setting will help you stay on top of things. When you become a part of any organization, a company, or a team, certain tasks will be assigned to you; it will be quite hard for you to balance everything in your personal life with all that is asked of you at work. One good thing about goal setting is that it makes your life simpler; all the distractions and time-wasting activities have no place in your life anymore after you set up goals. Goals give direction. Before setting your goals, you should know that two types of goals are audacious goals and incremental goals. An audacious goal is a long-term goal or one that entails a huge task to be achieved within a certain time frame. It may take years before you can achieve them, and it also requires deep commitment on your part. On the other hand, an incremental goal is a short-term one that doesn't take long to accomplish but requires consistency over time for continuous improvement. It's important to note both kinds of goals to reach your full potential in life. The journey towards success lies in the hands of the person who has decided what he wants, knows where he's going, and has already chosen his path. There are goals and priorities. Priorities play a very crucial role in success. When you set a goal, chances are you're going to follow through with it and not deviate from your course when you have priorities in mind. With a clear and written description of what is important to you, you'll never forget to stay on top of those essential parts of your life. You can be successful in managing your time if you set SMART goals. If an employee is late for work every day, it makes his employer wonder about his work ethic. On the other hand, if an employee arrives on time every day and regularly performs his job duties to the employer's satisfaction, that says good things about him. This is true in any job: whether you are a teacher, doctor, sales representative, or IT professional. People who set goals and achieve them promptly get a feeling of fulfillment. They are happy and motivated to set more goals, which ultimately become a part of the path to success. In this ever-changing world, one might sometimes feel completely lost. However, if you've already set yourself clear goals and established an achievable plan to reach them, it's much easier to wade through the unpredictability and ride on the steady journey to your childhood dreams. To help you identify your own goals and set up your way to success, below is a list of factors that will help you achieve your life's objectives successfully. Goal setting is important to accomplish tasks in a focused manner. Goals are necessary to give a direction to achieve results. They stress the importance of what you want to achieve and why it is important for you. Typecalendar.com says that goal setting helps employees do their job better and motivates them to work in a target-oriented and result-driven way. Goal setting makes sense for both individuals and teams because performance is directly linked with the expectations of people or targets set for them. Goals help you organize your thoughts, prioritize your work better, and can really help you move forward. Create a table with columns for the 5 sections of SMART goals: Specific, Measurable, Achievable, Relevant, and Time-bound. For each goal the student or employee is working on, have them fill out details for each component. This focuses them on setting goals that meet SMART criteria by articulating precise actions, metrics, and deadlines. Increase revenue by 10% in the next 6 months through launching a new marketing campaign. Lose 15 pounds in the next 3 months through daily exercise and adopting a low-carb diet. Improve presentation skills by 25% in 1 month by taking a course and practicing twice per week. Read one self-improvement book per month this year to expand leadership skills. Learn to play 5 new songs on the guitar in the next 2 months through 30 minutes of practice 5 times per week. SMART goals contain: The specific actions needed to accomplish the goal Measurable targets to track progress Achievable skills and resources required Relevance to broader objectives Timeframes including deadlines and intervals Make a table with 5 columns labeled S,M,A,R,T. The rows can be labeled with individual goals. Fill out the table by writing in: S - Precise actions to take M - Quantifiable metrics and measures A - Resources available, scope constraints R - Alignment with wider goals T - Target dates for milestones and final completion This structure allows clear visualization of how each goal meets the SMART criteria. A SMART Goal is Specific, Measurable, Achievable, Relevant, and Time-bound. Our printable goal setting worksheet is designed to help you create and track your SMART goal, including a section for listing key steps and a table for monitoring your progress. You can download it for Excel, Google Sheets, or as an editable PDF. Continue reading below to learn more about goal setting and how to use the template. Advertisement Your goals need to be clear and concise with a scope narrow enough to help you focus on what you need to do to achieve it. A short version of the goal may not be able to include all the details pertaining to S.M.A.R.T., but using this goal setting worksheet helps you include the extra details. Here are a few examples that include both the measure and the time frame. I will lose 20 lbs by Oct 10, 2021 I will sign 5 new clients to increase sales by Feb 31, 2021 I will increase the open rate of emails by 20% in the next 2 months. Our business will go paperless within 6 months. You may want to include the primary purpose of the goal within the main description. In the above examples, this could be done by adding "so that [purpose]" to the end of each of the goals. Here is a very generic template for creating a concise SMART goal: Basic SMART goal template: I will [action] [measured] by [time] so that [purpose]. To help make your goal more specific and narrow the scope, ask yourself if you have adequately defined the Why, When, Where, Who, and How. MEASURABLE If your goal is measurable, then you not only have a way to know if you have achieved the end goal, but you can also track the progress by measuring along the way. The MEASURE section at the bottom of the worksheet provides a place for you to keep a log of your progress. For a weight-loss goal, you can record your weight each week. For a business goal, you could record the number of new contacts, sales numbers, etc. ATTAINABLE /ACHIEVEABLE Identifying the challenges you may come across and the resources you'll need is an important part of goal setting. Take the time to think in some of those details in the CHALLENGES section of the worksheet. The KEY STEPS section is another useful tool for helping you create a plan to achieve your goal by breaking it down into smaller attainable steps. Some of these steps may be directly related to the challenges and resources that you mentioned. For example, part of a weight loss goal might be to (1) purchase a bathroom scale, (2) sign up with a physical trainer at your favorite gym, (3) sign up for the pilates class, (4) download and begin using a health tracking app, etc. If achieving your goal requires the development of new habits or routines, you may need to implement some type of tracking and accountability system beyond just occasionally measuring. Memory triggers can also be a big help. It is beyond the scope of this page to address the methods for developing good habits, but there are many books on the subject - "The Power of Habit" by Charles Duhigg is one I enjoyed. Update 3/15/2021: Michael Hyatt has authored a book titled "Your Best Year Ever" in which he suggests different types of planning worksheets for Habit Goals vs. Achievement Goals. That book is definitely worth checking out. RELEVANT A goal is relevant when it has a definite beneficial purpose. So, this goal setting worksheet has a section for recording the PURPOSE of the goal. Why are you trying to achieve this goal? What are the benefits? The purpose is often the main motivation for achieving the goal, so do not skip this part of the goal setting worksheet. The purpose is so important that you may want to include the primary purpose within the concise definition of the goal like I mentioned in the SPECIFIC section above. TIME-BOUND A goal is time-bound when it has a clear beginning and end. Defining a completion date is a very important step. It's human nature to postpone work, so if you don't have a specific deadline or completion date, you are much less likely to achieve your goal. Try to use realistic data to help you in setting a goal date. Remember that your goal needs to be achievable. For example, losing 2-3 pounds per week may be achievable with a basic diet and exercise routine, so a goal to lose 20 pounds in 2 months may be a reasonable time frame. Disclaimer The content on this page is intended for educational purposes, and is based on the authors' experiences. There are other valid definitions for "SMART goal" and you are encouraged to do additional research on this topic.