**SMART** **GOALS WORKSHEET**

*When writing your SMART goals use concise language. Include relevant information and be positive when filling out worksheet. First, write down your initial goal. Go through the questions one by one to make it SMART.*

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| **Write down your initial GE goal** |  |
| *Specific*  Think about basic questions: what, why, how, who, when and where | **Icon  Description automatically generated** |
| *Measurable*  Establish quantitative and/or qualitative indicators and respective targets |  |
| *Achievable*  Do you have the skills and resources to achieve the goal? If not, can you obtain them?  Is the amount of effort required on par with what the goal will achieve? |  |
| *Result-oriented*  What will be the consequences/ outcomes?  Does it align to the overall objective(s)? |  |
| *Time-bound*  What is the deadline?  Is it realistic? |  |
| **SMART goal**  **Review what you have written. Create a new goal statement based on the SMART elements.** |  |

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