

## SMART Goals Worksheet

Best for action planning. Make goals specific & measurable.

**Specific** — what exactly will be achieved?

**Measurable** — how will progress be quantified?

**Achievable** — resources & constraints?

**Relevant** — why it matters now?

**Time-bound** — deadline & cadence?

**Milestones & Due Dates:**

**Risks & Mitigations:**