

# S.M.A.R.T Goal Writing Chart

INTENTION	SPECIFIC	MEASURABLE	ATTAINABLE	RELEVANT	TIME BASED
What is it that you want to achieve?	What is to be achieved, by whom , where and when it is to be achieved	How Much? How often? How many? Use numbers and dates	You must believe that you can manage to do what you are setting out to do.	Is this goal important to what you want to achieve ultimately?	When do you want it done (use dates)
Example					
I need to find a new job.	I need to find a new job by September 1, 2015	I want to make at least 90K and work within in 40 miles of my current home	Yes, if I have the time and the resources.	Yes, my current job will end in August, 2015	I need to be in my new job by September 1, 2015
Goal Statement: <i>I will have a new job by September 1, 2015, the job be within 40 miles of my current home and will pay at least 90K.</i>					

## S.M.A.R.T

S – SPECIFIC - The goal must clearly state what is to be achieved, by whom and where

M –MEASURABLE - Measurability applies to both the end result and milestones,

A –ATTAINABLE – Always set goals that are achievable

R – RELEVANT – Your goals must be relevant to what you want to achieve

T- TIME-BASED – Your goals should have a time-frame for accomplishment

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