

# SMART GOALS

SPECIFIC. MEASURABLE. ACHIEVABLE. RELEVANT. TIME-BOUND.

You goal enables you to track your progress, milestones, successes.

Your goal is related to the issues you want to address.

Your goal is directly related to your project objectives.

Your goal is realistic and you have the tools and resources to achieve it.

Your goal has a deadline and progress checkpoints.

# DEFINE OBJECTIVES

Project Name: \_\_\_\_\_

Key issues to  
address

3 main goals

How will you know  
if you met your  
goals?

Why are these  
goals important to  
you?

What challenges  
might you  
encounter?

How will you  
address each  
challenge?