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| SMART Goal setting Worksheet  |
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| S Specific | Your goal should be well defined, detailed and clear. Try to relate it to the five "W" questions: |  |
| 1. **Who** needs to be involved? |
| 2. **What** do I need to do? |
| 3. **Where** will I reach this goal? |
| 4. **When** will I reach the goal? |
| 5. **Why** do I want to achieve this goal? |
|   |   |   |   |
| M Measureable | Is your goal measurable? You should be able to tell when you reach your goal easily. |             |
| A Achievable | Can you reach the goal, taking into account your available time, skills and knowledge? Do you have the resources you require? If not, who can help with this? |           |
| R Realistic | Is your goal realistically achievable within the given time frame and with the available resources? |           |
| T Timely | Set a **start** and **finish** date for your goal. |  |
|   |   |   |   |   |   |   |   |   |   |
| Now use the notes above to set some SMART goals for your PWBC |