

SMART Goals Checklist:

Specific:

- Clearly define your goal. What is it that you exactly want to achieve?
- Write down the specifics of your goal in a sentence or two.
- Ensure your goal is simple, sensible, and significant.

Measurable:

- Identify how you will gauge progress or success. What measures or indicators will you use?
- Ensure your goal is quantifiable to track progress and ultimate success.
- Ask questions like: how much? How many? How will I know when my goal is accomplished?

Achievable:

- Consider if the goal is within your abilities. Can you realistically achieve it?
- Specify what resources (time, money, skills, etc.) you will need to reach the goal and make sure they are available to you.
- Ensure your goal is agreed upon (if others are involved), attainable, and action-oriented.

Relevant:

- Ensure the goal aligns with your broader objectives and values.
- Consider why the goal matters to you. Is it worth your time and energy? Will it contribute positively to your life or work?
- Ensure your goal is realistic, relevant, and resources are available.

Time-bound:

- Set a deadline for your goal. When do you want to achieve it?
- Break down the goal into smaller milestones, each with its own deadline.
- Make sure your goal is time-based, time/cost-limited, timely, and trackable.