

# SMART Goals Checklist

Are your goals **SMART**? Use this checklist to ensure your goals are **SMART**.

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## Specific

- What is it I am trying to accomplish?
- Can I tell it when I see it?
- Is the goal clearly aligned with my strategy?
- Is it evident who I'm trying to serve, and what value the goal will bring them?

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## Measurable

- How will I know it when I achieve the goal?
- Are measures that indicate value identified in terms of quantity, quality, cost, or timeliness?
- Are difficult to measure results defined in terms of customer needs?

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## Achievable

- Is this something I can really accomplish within the timeframe given?
- Is it clear what assignments or activities each team member needs to do to accomplish the goal?
- Do supervisors and team members agree that the goal can be achieved with the available resources?

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## Relevant

- How will this help my department or my employer?
- Are the goals in alignment with the company's or other goals?

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## Time-based

- When will I have this completed?
- Do the results need to be available monthly, quarterly, or annually?