



WorkRemote

MAKE ANY GOAL

# SMART

WORKSHEET



What is a **SMART** Goal

**S**PECIFIC | **M**EASURABLE | **A**CHIEVABLE | **R**ELEVANT | **T**IME BOUND

Welcome to our SMART Worksheet! SMART is an acronym that stands for Specific, Measurable, Achievable, Relevant, and Time-bound. By following this framework, you can set clear and specific goals that are achievable and measurable, and create a plan to reach those goals.

# PICK A GOAL

Follow the SMART framework. A SMART goal is a goal that is:

- **Specific:** Clearly defined and focused on a specific outcome.
- **Measurable:** Able to be quantified or measured so you can track your progress.
- **Achievable:** Realistic and attainable given your skills, resources, and time frame.
- **Relevant:** Relevant to your overall job search goals and aligned with your career aspirations.
- **Time-bound:** Has a clear deadline or time frame for completion.

<b>S</b>	<u>SPECIFIC</u> WHAT DO I WANT TO ACCOMPLISH?	
<b>M</b>	<u>MEASURABLE</u> HOW WILL I KNOW WHEN IT IS ACCOMPLISHED?	
<b>A</b>	<u>ACHIEVABLE</u> HOW CAN THE GOAL BE ACCOMPLISHED?	
<b>R</b>	<u>RELEVANT</u> DOES THIS SEEM WORTHWHILE?	
<b>T</b>	<u>TIME BOUND</u> WHEN CAN I ACCOMPLISH THIS GOAL?	