



Name _____ Date _____  <p style="text-align: center;"><b>S M A R T</b> Specific, Measureable, Achievable, Realistic, Timed</p>	<b>INSTRUCTIONS:</b> <ul style="list-style-type: none"> <li>For each goal, fill in Boxes 1, 2 and 3 following the example shown.</li> <li>Combining Boxes 1, 2 and 3, write the resulting goal for each line in Box 4, following the example shown.</li> <li>Based on your experience, answer the questions in boxes 5 and 6.</li> <li>If the answer to Box 5 or 6 is "No" revisit the goal objectives:             <ul style="list-style-type: none"> <li>Is the goal achievable with more time? If yes, reduce the measurement or increase the time (or both).</li> <li>Based on experience, is the goal realistic? If not, why not? Change the description, measurement or timing to make the goal realistic.</li> </ul> </li> </ul>
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	Box 1 Specific Description	Box 2: Measurement	Box 3: Timing	Box 4: Resulting Goal	Box 5: Achievable	Box 6: Realistic
	What will you do? How will you accomplish it?	How many? Quantity? Frequency?	When will you complete this?	What is the resulting goal from Boxes 1, 2 and 3?	Is this possible?	Is this likely to happen?
<b>Example</b>	Generate price quotations for customer. Call customer leads.	48 total, 4 on average per month.	December 31 <sup>st</sup> .	Follow up on customer leads and generate 48 sales quotes by December 31 <sup>st</sup>	Yes	Yes
<b>Example</b>	Complete current R & D projects and file patents	3 patents - 1 from each project	End of Second Quarter	Complete active R & D projects and apply for 3 patents by the end of Q2.	Yes	No
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>4</b>						



	Box 1 Specific Description	Box 2: Measurement	Box 3: Timing	Box 4: Resulting Goal	Box 5: Achievable	Box 6: Realistic
	What will you do? How will you accomplish it?	How many? Quantity? Frequency?	When will you complete this?	What is the resulting goal from Boxes 1, 2 and 3?	Is this possible?	Is this likely to happen?
5						
6						
7						
8						
9						
10						
11						



	Box 1 Specific Description	Box 2: Measurement	Box 3: Timing	Box 4: Resulting Goal	Box 5: Achievable	Box 6: Realistic
	What will you do? How will you accomplish it?	How many? Quantity? Frequency?	When will you complete this?	What is the resulting goal from Boxes 1, 2 and 3?	Is this possible?	Is this likely to happen?
12						
13						
14						
15						
16						
17						
18						