

Elaborate SMART Goal Template

		SMART questions	SMART answers
S	Specific	Q1: What is the goal? Q2: What are the details of the goal? Q3: What do I want to accomplish with it? Q4: Who is involved? Q5: Where is it going to happen? Q6: What resources are available?	A1: A2: A3: A4: A5: A6:
M	Measurable	Q1: How will I measure progress? Q2: Do I have the necessary tools to measure my progress? Q3: How will I know the goal has been accomplished?	A1: A2: A3:
A	Attainable	Q1: Do I have the financial capacity to accomplish my goal? Q2: Do I have the skills and willpower to accomplish my goal? Q3: Will I have access to help when needed? Q4: Do I have all the necessary resources? Q5: Do I have the time to carry out the goal?	A1: A2: A3: A4: A5:
R	Relevant	Q1: Why is this goal important? Q2: Is this goal worth my time? Q3: Is this the right time for it?	A1: A2: A3:
T	Time-bound	Q1: When will I achieve the goal? Q2: When will I carry out the activities that will bring me to my goal? Q3: When can I expect the first outcomes?	A1: A2: A3:

Track the time you spend working on your SMART goals with [Clockify.me](https://clockify.me)