

# S.M.A.R.T. Goal Statement

Good goals are LCI S.M.A.R.T goals (Specific, Measurable, Actionable, Realistic and Time-bound).

Initial Goal: \_\_\_\_\_

\_\_\_\_\_

Is your initial goal **specific** enough? If not, add some more details.

\_\_\_\_\_

\_\_\_\_\_

How will I **measure** progress? (How many? How much?)

\_\_\_\_\_

\_\_\_\_\_

What **actions** will I take to achieve this goal? (By doing what?)

\_\_\_\_\_

\_\_\_\_\_

Is it **realistic**? (Do I have the knowledge, skills, and abilities necessary to reach this goal?)

\_\_\_\_\_

\_\_\_\_\_

Is it **time-bound**? (What are the deadlines?)

\_\_\_\_\_

\_\_\_\_\_

S.M.A.R.T. Goal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Action Plan

Goal: \_\_\_\_\_

<b>WHAT/HOW?</b> (Action Steps)	<b>WHEN?</b> (Deadline for completion)	<b>WHO?</b> (Person responsible for action)	<b>HOW WILL I KNOW?</b> (When the action step is completed)