# SMART Goal Worksheet

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| Goal Component | Component Description | My Goal Component |
| **S** pecific | Enough details are present to provide a clear picture of what is desired. |  |
| **M** easureable | The goal is measurable so you know when you have achieved it. |  |
| **A** ction-oriented | The details of what you are to do are clear. |  |
| **R** ealistic | The goal is applicable to your current work role or another role you are planning on taking on. |  |
| **T** ime and Resource Constrained | Timeline and costs (if any) are associated with the goal. |  |
| Completed goal statement: |