

SMART Goals Action Framework Template

Goal Statement

Describe your specific goal...

S - Specific

What exactly do you want to accomplish?

M - Measurable

How will you measure your progress and know when the goal is achieved?

A - Achievable

Is the goal attainable? What steps will you take?

R - Relevant

Why is this goal important to you or your team?

T - Time-Bound

What is the deadline for achieving this goal?

Action Plan

Action Steps	Who	Due Date	Progress
Describe action step	Person(s)	MM/DD/YYYY	Status

Notes / Challenges / Adjustments

Add any additional thoughts, obstacles, or adjustments needed...