



SETTING SMART GOALS

What is your goal?

Why is it important to you/your organization?

SPECIFIC Who What Where When Why

MEASURABLE How will you measure progress?

ATTAINABLE Can this really happen? What actions will need to be taken?

REALISTIC What knowledge, skills, abilities, resources are necessary to reach this goal?

TIMEBOUND Can I set fixed deadlines? What are the deadlines?

Actions required to reach this goal

ACTION	TIME

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