

## Elaborate SMART Goal Template

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