



SMART GOAL

Template and Examples



If you are looking for assistance bringing your dream or goal to fruition or are in the process of working toward one, but are getting stuck, the SMART goal approach can help you define a more specific path to get there.

Whether you're working on a project, pursuing a career change, or striving for self-improvement, the SMART goal framework can provide a structured way to help you achieve success.

This guide provides a framework, template, and examples designed to support you in realizing your aspirations.

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SMART GOAL FRAMEWORK

GOAL: _____

S

- What would you like to accomplish?
- Why? *Tip: ask yourself why 5 times until you get to the heart of why your goal is important and understand your underlying motivation. For more information, get our best-selling book *A Life Coach's Toolkit Vol. 2* on Amazon, chapter 9.*
- What steps do you need to take to get there?
- Who needs to be involved?
- Are there any obstacles that might arise you need to plan for?

M

- How will you know you've reached your goal?
- What smaller milestones do you need to set in between?
- What evidence will prove you have made progress toward?

A

- Is your goal and the time you have allotted realistic?
- Are there certain skill requirements, experiences, or a mindset you need to acquire?
- How will you attain this mindset, or gain the skills and experiences needed?

R

- How does this specific goal support your longer-term life goals and values?
- Is now the right time to pursue this goal?

T

- When do you want to have this goal completed?
- What mini goals need to be completed by when to achieve your larger goal?
- What needs to be achieved weekly/monthly to achieve this goal?

"Goals are a fantasy unless you have a specific plan to achieve them."

SMART GOAL TEMPLATE

Instructions: Fill in the details according to the SMART criteria for each of your goals. This will help ensure that your goals are clear, focused, and actionable.

GOAL: _____

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SMART GOAL (CAREER EXAMPLE)

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- **What would you like to accomplish?** To move into a Human Resources role.
- **Why?** I am passionate about developing my team and creating and sharing best practices. I would like to do this on a broader scale.
- **How are you going to get there?** Understand the skills and experiences I need to gain and create a plan to close any gaps.
- **Who needs to be involved?** I will likely need support from my manager.
- **Are there any obstacles that might arise you need to plan for?** There may not be a job opening when I am ready to apply.

M

- **How will you know you've reached your goal?** When I'm in my desired role.
- **What smaller milestones do you need to set in between?** Set up networking meetings to learn about Human Resources roles, responsibilities, and required skills, partner with my manager to determine stretch assignments to increase my readiness, and create my development plan (see my Career Development Guide at [Elevate Radiate.com/shop](https://ElevateRadiate.com/shop)).
- **What evidence will prove you have made progress toward?** When I take action steps toward my development plan and am ready to apply for roles.

A

- **Is your goal and the time you've allotted realistic?** Yes, since I already have relevant experience.
- **Are there certain skill requirements, experiences, or a mindset you need to acquire?** I need more training experience.
- **How will you attain this mindset, or gain the skills and experiences needed?** I will help with our new system training and teach out best practices.

R

How does this goal support your longer-term life goals and values?

I believe helping others is one of my callings and is something I want to do more of. I also enjoy training, development and helping others achieve their goals.

Is now the right time to pursue this goal? Yes, I am ready to take the next step.

T

- **When do you want to have this goal completed?** Within the next year.
- **What mini goals need to be completed by when to achieve your goal?**
 - Tell my manager that I would like to move to Human Resources by Friday.
 - Set up meetings with Human Resources roles to determine key areas I may want to move to, and skills and experiences needed (reference job descriptions). By April, 15th.
 - Work with my manager to create my development plan.
- **What needs to be achieved weekly/monthly to achieve this goal?** I will view my progress against my development plan on a weekly basis.

SMART GOAL (HEALTH EXAMPLE)

S

- **What exactly would you like to accomplish?** To improve my health.
- **Why is this goal important to you?** I want to be stronger, have more energy, and live a long healthy life.
- **How are you going to get there?** In addition to currently eating healthy, I will incorporate more strength training and get more sleep.
- **Who needs to be involved for you to achieve this goal?** Instructors such as strength training classes, yoga, and cross fit.
- **Are there any obstacles that might arise you need to plan for?** Things out of my control, such as family needs.

M

- **How will you know you have reached your goal?** When I am regularly going to bed 15 minutes earlier and doing strength training 3-4 days a week.
- **What smaller milestones do I need to set in between?**
 - Try other methods of exercising and strength training.
 - Have the kids bedtime routine move up 15 minutes so I can get to bed earlier.
 - Check with my doctor to ensure I can try these new methods of exercising.
- **What evidence will prove you have made progress toward your goal?** Once I have completed my smaller milestones (listed above).

A

- **Is your goal and the time you have allotted realistic?** Yes, I will prioritize getting more sleep, healthier eating and then exercising.
- **Are there certain skill requirements, tools or a mindset you currently don't have you need to acquire?** I need a way to hold myself accountable.
- **How will you attain this mindset and new skills, experiences or tools?** I will use my digital calendar to schedule my to-do 's, such as getting the kids to bed 20 minutes earlier, walking 30 minutes daily, and strength training 3-4 days a week.

R

How does this specific goal support your longer-term life goals and values? I want to live a healthier life to support my long-term health and to instill healthier habits for my children to adopt and support their long-term health.
Is now the right time to pursue this goal? Yes.

T

- **When do you want to have this goal completed?** By February 1st.
- **What mini goals need to be completed by when to achieve your goal?**
 - Starting Sunday I will get to bed 15 minutes earlier so I can go to bed earlier
 - On Monday I will sign up for a strength training class at the gym and try yoga.
- **What needs to be achieved weekly/monthly to achieve this goal?** Walk 30 minutes daily, strength train 3-4 days a week, eat protein shake after work out, and go to be 20-30 minutes earlier.

