



What's the inital goal you have in mind? (Example: Financial, Marketing, Research, Operations)

Expand on this goal using the SMART attributes.	
	What do I want to achieve? Be precise.
Specific	
	How will I know when I've reached my goal? What are the metrics and milestones I need to hit along the way?
M	
Measureable	
	Is this goal realistic for me? What support do I need to make sure I achieve my goal? What are my limitations?
A	
Achievable	
	Why is this goal worthwhile? Does it support my business vision and/or my other
	responsibilities?
Relevant	
	When do I want to achieve this goal? Write down a target date.

Now rewrite your initial goal as a concise, defined SMART goal.