

S.M.A.R.T Goals Template

Overview: Spending time developing strategic goals and revisiting them often is a surefire way to direct the professional activities you take part in during your Work Learn placement. However, creating personal, professional, or academic goals can be a challenging task if you don't know where to start. S.M.A.R.T goals are Specific, Measurable, Agreed upon, Realistic, and Timely goals that guide you in creating a detailed plan for what you want to achieve and how. The template below can be used as an aid in creating and discussing your goals with your supervisor/mentor – we encourage you to adapt this template as you see fit.

Goals	S: Specific <i>What exactly do you want to achieve? How? Why?</i>	M: Measurable <i>How will you measure success? %? How many? How often?</i>	A: Agreed <i>Who are the key stakeholders? How are you sharing your goal with them? Is there mutual agreement on the goal and its requirements?</i>	R: Realistic <i>Is this goal realistic and possible given the circumstances? Can you achieve your goal in the time frame you set?</i>	Time Frame <i>When do you want to achieve this goal by? What are your key milestones?</i>
Goal 1:					
Goal 2:					
Goal 3:					