# S.M.A.R.T Goals Template

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