



S.M.A.R.T. Goal Worksheet

Setting goals is a powerful way to stay focused, motivated, and aligned with both personal growth and organizational success. This worksheet is designed to help you turn your ambitions into clear, actionable steps using the **SMART** framework (Specific, Measurable, Attainable, Relevant, and Time-bound.)

By breaking down your goals into these five key elements, you'll gain clarity on what you want to achieve, how you'll measure success, and what it will take to get there. Whether you're working on professional development, improving performance, or contributing to team objectives, this tool will guide you toward meaningful, achievable outcomes.

Take your time, be thoughtful, and be honest. The more precise you are, the more effective your plan will be.

Initial Goal (Write the goal you have in mind):

1. Specific (What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?):

2. Measurable (How can you measure progress and know if you've successfully met your goal?):

3. Attainable (Do you have the skills required to achieve the goal? If not, can you obtain them?

Do you have the necessary resources to achieve this goal?):



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4. Relevant (Why are you setting this goal now? Is it aligned with overall objectives of your unit?):

5. Time-bound (What's the deadline and is it realistic?):

S.M.A.R.T. Goal (Review what you have written and craft a new goal statement based on your responses to the questions above.):
