



## Worksheet: SMARTT Goal

Draft goal:

**SMARTT – specific, measurable, achievable, relevant, targeted, timeframed**

<p><b>Specific</b> Be clear about exactly what is going to be achieved.</p>	
<p><b>Measurable</b> How will you assess whether the goal has been achieved?</p>	
<p><b>Achievable</b> Check that the goal is realistic, even though it may be challenging.</p>	
<p><b>Relevant</b> Is the goal directly related to a need, problem or opportunity?</p>	
<p><b>Targeted</b> This is the level of performance you are aiming for.</p>	
<p><b>Timeframed</b> When will the goal be achieved by?</p>	

**Use the notes above to rewrite your draft goal into a SMARTT goal:**