



HIHR

YOUR TRUSTED HR PARTNER

Personal SMART Goal Setting

Think about a personal, professional, or career goal that you wish to accomplish.
Work through the SMART steps to develop an action plan to reach your goal.

Goal:

Why is this goal important?

<p style="text-align: center;">S Specific</p> <p>What exactly do you wish to accomplish? Is there anything holding you back from accomplishing this goal? Be as specific as possible by answering who, what, where, when, why, how.</p>	
<p style="text-align: center;">M Measurable</p> <p>How do you know you're making progress? How will you track your progress? How will you know when this goal is reached?</p>	
<p style="text-align: center;">A Attainable</p> <p>Is this a realistic goal to achieve? Do you have the resources to achieve this goal? If not, what do you need to do?</p>	
<p style="text-align: center;">R Relevant</p> <p>Why is it important that you succeed? Is this goal worthwhile? Does this goal align with long term objectives?</p>	
<p style="text-align: center;">T Time</p> <p>How long do you plan this will take to complete? Are there phases to complete this goal? When will you work on this goal?</p>	

Follow Up Questions for your SMART Goals

- Do you have a mentor?
 - Have you shared these realistic and attainable goals with him/her?
 - How can they support you with these goals?
 - How can they hold you accountable to these goals?
 - Do you have a check-in period with your mentor to give yourself a timeline?

- How can you hold yourself accountable to reach these goals?
 - Who can help you with keeping you on track?
 - What can you do or put in place to hold you accountable to reach these goals?
 - What kind of standards can you put in place to keep you on track to reach your goals?

- Create a timeline of SMART Goals for yourself.
 - Do you need a timeline of smaller goals to reach the one you worked through above? Do you need a timeline of goals to follow up with the one you worked through above?
 - What does this timeline look like? Weeks, Months, Years?
 - Who can help you achieve these goals?
 - What assistance do you need to perform these goals?
 - Is this timeline realistic?