

SMART Action Plan

SMART is a well established tool that you can use to plan and achieve your goals. Fill this out for each goal.

Specific	What is the goal? What do I want to accomplish with this goal?	
Measurable	How will I measure my progress? How will I know I have accomplished the goal?	
Achievable	Do I have the skills and the resources for it? Is achieving this goal realistic with effort and commitment?	
Relevant	Why is this goal important to my development?	
Timely	What is my deadline to accomplish the goal?	