



## Template

# How to Write SMART Goals

SMART is an acronym that you can use to guide your goal setting. To make sure your goals are clear and achievable, each one should be:

- Specific.
- Measurable.
- Achievable.
- Relevant.
- Time-bound.

This template allows you to keep a record of your SMART goal, and stay on track toward achieving it. A completed example is also provided. Remember: you should only record one goal per page.

Go back to the article, [SMART Goals](#), for detailed information on how to document your goal.



Name:

Date:

Goal Statement:

|   |            |                                                                                                                      |
|---|------------|----------------------------------------------------------------------------------------------------------------------|
| S | Specific   | <p>What will you achieve? What will you do?</p> <input type="text"/>                                                 |
| M | Measurable | <p>What data will you use to decide whether you've met the goal?</p> <input type="text"/>                            |
| A | Achievable | <p>Are you sure you can do this? Do you have the right skills and resources?</p> <input type="text"/>                |
| R | Relevant   | <p>Does the goal align with those of your team or organization? How will the result matter?</p> <input type="text"/> |
| T | Time-bound | <p>What is the deadline for accomplishing the goal?</p> <input type="text"/>                                         |



**Name:** Simon Bell

**Date:** 31 March 2025

**Goal Statement:** I will improve my presentation skills so that I can confidently deliver a 15-minute presentation to senior management in three months.

|          |                   |                                                                                                                                                                                                                                                                           |
|----------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>S</b> | <b>Specific</b>   | <b>What will you achieve? What will you do?</b><br><br>I will enhance my public speaking skills by attending a presentation skills workshop, practicing weekly, and seeking feedback from my manager.                                                                     |
| <b>M</b> | <b>Measurable</b> | <b>What data will you use to decide whether you've met the goal?</b><br><br>I will track my progress by delivering at least three internal presentations to my team before the final presentation. I will also gather feedback after each session to measure improvement. |
| <b>A</b> | <b>Achievable</b> | <b>Are you sure you can do this? Do you have the right skills and resources?</b><br><br>I have access to online courses, company workshops, and experienced colleagues who can mentor me. I will allocate 1 hour per week to focused practice.                            |
| <b>R</b> | <b>Relevant</b>   | <b>Does the goal align with those of your team or organization? How will the result matter?</b><br><br>Improving my presentation skills is essential for career growth, as my role requires clear communication and presenting ideas to senior leaders.                   |
| <b>T</b> | <b>Time-bound</b> | <b>What is the deadline for accomplishing the goal?</b><br><br>I will achieve this goal within three months, delivering practice presentations in weeks 4, 8 and 12 before the final presentation to management.                                                          |