



# SOUTHWESTERN UNIVERSITY

## SMART Goal Setting Worksheet

**Instructions:** Use this worksheet to set meaningful, actionable goals. When numbers aren't available, focus on consistency, completion, feedback, and impact on processes or people.

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### Specific

What process or experience are you aiming to improve?

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### Measurable

What are clear signs of progress or completion? (e.g., checklists completed, documents delivered, feedback gathered)

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### Attainable

Can this realistically be completed within your available time and resources?

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### Relevant

Why is this important?

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### Time-Bound

What are your deadlines for each part of the goal?

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### Final smart goal statement

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