

PDCA

SMART Goals Worksheet

SMART Goals

GOAL	What is your initial goal?
SPECIFIC	What do you want to accomplish?
MEASURABLE	What is your metric?
ACHIEVABLE	What resources do you need to achieve your goal?
REALISTIC	Am I capable of achieving this goal? If not, who is?
TIMELY	Is the deadline realistic?
GOAL	Review your initial goal and redraft, if necessary