

SMART Leadership Goal-Setting Worksheet

SMART leadership goals are a way for leaders to become effective and impactful while continually improving their skill set. The objective when creating SMART goals is to develop clear and actionable leadership goals that fit into the organization's larger business goals. SMART is an acronym that stands for Specific, Measurable, Actionable, Relevant, and Timely, and it helps leaders effectively map out their goals. By following this format when developing goals, you'll know exactly what to accomplish and how the results will be measured.

Use the questions on the left as inspiration for what to think about when developing your leadership goal. By taking the time to complete this worksheet for yourself, you're taking one step closer to achieving your goals.

Goal Summary:

Specific

Consider: What exactly needs to be accomplished?

Measurable

Consider: How will you know when you have achieved the goal? What metrics will be used? How will progress be measured?

Actionable

Consider: Is the goal achievable with reasonable effort and commitment? Do you have the skills and resources to accomplish the goal?

Relevant

Consider: How does the goal fit into the bigger picture of the organization? Why does it matter?

Timely

Consider: When does the goal need to be achieved? What is the deadline?