**SMART** Goal Worksheet

Each member of your group must create 2 SMART goals to complete by the end of the week. These goals must help you achieve the completion of your project. Below is how to write a smart goal. Once you have written your goal complete the worksheet on page two. You will be graded on this worksheet and the completion of your goals

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| **Specific** | |
| * What exactly are you going to do? (Who, what, why, and how) * Describe your goal in detail so there is no confusion as to what needs to be accomplished. |  |
| **Measurable** | |
| * How can you measure the completion? * What is the evidence you finished? |  |
| **Achievable:** | |
| * Can you finish it with in the two days? |  |
| **Relevant:** | |
| * Is your goal consistent with the goals of your project? * Does it help you get closer to completing your project? * Your goal should be something that is necessary for the project? |  |
| **Timebound:** | |
| * When is the deadline? |  |

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| **SMART** Goal Worksheet | | | | |
| **Name: Group Members:**  **Team Goals for the week:** | | | | |
| Individual SMART Goal | Strategies and Action Steps | Responsibility | Timeline | Evidence of Effectiveness |
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