**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.
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| **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?
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| **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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|  |  |  |  |