

SMART Goals Checklist

If you've already drafted goals, our smart goal checklist can help you analyze and reevaluate them to make sure they are in line with SMART goals. You can use this checklist to score your goals and how you performed in drafting them. You can also use this to make adjustments and modifications to your goals if they need them. Also, if you are yet to, our SMART goals checklist will help guide you through the process of setting effective and actionable goals:

1. Specific (S):

- Make sure your goal is clear. What exactly are you aiming to achieve?
- Use specific details like who, what, where, when, and why.
- Steer clear of generic or ambiguous phrases.

2. Measurable (M):

- Create specific benchmarks to track your growth.
- Determine quantifiable metrics or indicators.
- Ask yourself, "How will I know when the goal is achieved?"

3. Achievable (A):

- Make sure the goal is doable and feasible.
- Evaluate your available resources, abilities, and time restrictions.
- Divide highly ambitious goals into smaller, more achievable activities.

4. Relevant (R):

- Ensure that the goal in question is consistent with your values and general objectives.
- Think about how the goal relates to your professional or personal development.
- Determine if the objective is the best course of action at this moment.

5. Time-Bound (T):

- Give yourself a deadline to meet the objective.
- Divide the objective into more manageable, time-bound benchmarks.
- Consider this: "When do I want to achieve this?"

6. Detailed Action Plan:

- List the precise actions required to accomplish the objective.
- Make a timetable with due dates for every action item.
- Consider probable roadblocks and devise a strategy to get through them.

7. Resources Needed:

- Determine the resources (financial, human, tools, etc.) needed to achieve the goal.
- Make sure you have access to the resources you need for support.
- Recognize any expertise or skills that are still lacking, and make a plan on how to get them.

8. Progress Tracking:

- Decide on a strategy for tracking and evaluating your progress.
- Set up recurring checkpoints to evaluate your progress.
- You can modify your strategy as necessary based on continuing assessment.

9. Accountability:

- To ensure accountability, tell a buddy, mentor, or coworker about your objective.
- Create a mechanism to keep track of your progress and notify someone of it.
- Regularly evaluate your dedication to the objective.

10. Celebrate achievements:

- Decide how you'll commemorate accomplishments and major milestones.
- Recognize your accomplishments and treat yourself.
- Savor the moment to inspire continued hard work.

11. Review and Adjust:

- Plan frequent assessments to evaluate the progress and value of your goal.
- Be willing to modify the objective in light of evolving events.
- Resolve to learn from failures and modify your approach accordingly.