

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

Specific	
<ul style="list-style-type: none">▪ 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	
<ul style="list-style-type: none">▪ How can you measure the completion?▪ What is the evidence you finished?▪	
Achievable:	
<ul style="list-style-type: none">▪ Can you finish it with in the two days?	
Relevant:	
<ul style="list-style-type: none">▪ 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:	
<ul style="list-style-type: none">▪ When is the deadline?	

SMART Goal Worksheet

Name:

Group Members:

Team Goals for the week:

Individual SMART Goal	Strategies and Action Steps	Responsibility	Timeline	Evidence of Effectiveness