

2025



SMART Goal Worksheet

Elevate Your Professional
Development with Omni
and Thrive!

021 685 9160
INFO@OMNIHRC.COM
OMNISTACKCONNECT.OMNIHRC.COM

Personal Information

Name: _____
Project/Process Name: _____
Date: _____

Initial Goal

Write the goal you have in mind:

S - Specific

1. What do you want to accomplish?

2. Who needs to be included?

3. When do you want to do this?

4. Why is this a goal?

M - Measurable

1. How can you measure progress and know if you've successfully met your goal?

A - Achievable

1. Do you have the skills required to achieve goals? If not, can you obtain them?

2. What is the motivation for this goal?

3. Is the amount of effort required on par with what goal will achieve?

R - Relevant

1. Why am I setting this goal now?

2. Is it aligned with overall objectives?

T - Time-Bound

1. What's the deadline and is it realistic?

Review of SMART Goals

Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed.

Final SMART Goals

Instruction:

After finishing this breakdown exercise, write down more clear SMART goals based on the insights and details you have gathered.

- **S:** Specific
- **M:** Measurable
- **A:** Achievable
- **R:** Relevant
- **T:** Time-Bound
