Folio COLLABORATIVE

Folio Academy SMART Goal Template

My goal clearly states what is expected of me and how I will determine if I have successfully accomplished it. As I work on my goal, I will reevaluate it to ensure it is still relevant, achievable and will meet my timeline.

Please complete the table below when creating your SMART goal. NOTE: the **Measurable** section will be added to the **CHECK-IN SCHEDULE** section later in the goal setting process.

How my Goal is **Specific**	Enter Response Below
● What do I want to accomplish? ● Why is this important? ● Who is involved? ● What are the requirements and constraints?	
How my Goal is **Measurable**	
● How will I measure my success? ● How will I know when I have achieved my goal?	Complete this step in the **CHECK-IN SCHEDULE** section below.
How my Goal is **Achievable**	Enter Response Below - then Add to **ACTION ITEMS** section below.
● What steps will I take to achieve this goal? ● What resources will I need? ● Is there anything that might prevent me from achieving this goal?	
How my Goal is **Relevant**	Enter Response Below

● Is this goal worthwhile? ● What are the benefits of this goal? ● How will achieving it help me? ● Does this goal align with my values?	
How my Goal is Time-Bound	**Enter Response Below**
● How long will it take for me to meet this goal? ● Is there a specific deadline for achieving this goal?	