

# SMART Goal Setting

Use this worksheet to set business goals. Take notes and focus on how your business goals relate to each point in the SMART guidelines. Create new goals often to help your business grow.

<https://sparkbusinessiq.com/article/step-step-guide-creating-action-plan-achieve-goals/>

Thank you...



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## S SPECIFIC

Can you easily state your goal?

Set a goal that has a definitive point of success. Aiming to set up a partnership with another business or gain 100 new clients is more action-oriented than saying you want to make more money.

## M MEASURABLE

How will you know when you've reached your goal?

It's important to track progress when you're attempting to reach a goal. If you can't measure your goal, it can be difficult to tell if you've achieved it or not.

## A ATTAINABLE

Can your goal be accomplished?

Be realistic about your goals. Don't set yourself up for failure by being greedy or shortsighted. Regularly setting and achieving goals benefits your business and boosts morale.

## R RELEVANT

Is your goal going to help your business grow?

Your business goals should be in line with the mission of your business and of interest to your customers. As your business and products change, your goals should reflect those changes.

## T TIMELY

When will you complete this goal by?

Give yourself enough time to achieve your goals, but don't set your deadline so far in advance that you lose motivation. Be realistic when deciding how much time it will take to gain 50 customers, for example.