



# Creating Effective SMART GOALS

**MENTEE**

**DATE**

Add your goal to the following worksheet, then use the SMART process to determine the characteristics of your objective or objectives. SMART stands for specific, measurable, achievable, relevant, and time-bound. If the goal is to improve native habitat in the city, an objective should look like this:

"To increase the native plants between 1st and 3rd Streets by 50% by March 31st."

**GOAL**

**SPECIFIC:** Who? What? When? Where?  
Why? Which?

**MEASURABLE:** Metrics and milestones.  
How much? What percentage?

**ACHIEVABLE:** Do you have skills and  
tools to accomplish this objective?

**RELEVANT:** Does it fit with overall  
organizational objectives?

**TIME-BOUND:** Intermediate and final  
deadline

**OBJECTIVE 1**

**SPECIFIC:** Who? What? When? Where?  
Why? Which?

**MEASURABLE:** Metrics and milestones.  
How much? What percentage?

**ACHIEVABLE:** Do you have skills and  
tools to accomplish this objective?

**RELEVANT:** Does it fit with overall  
organizational objectives?

**TIME-BOUND:** Intermediate and final  
deadline

**OBJECTIVE 2**

**SPECIFIC:** Who? What? When? Where?  
Why? Which?

**MEASURABLE:** Metrics and milestones.  
How much? What percentage?

**ACHIEVABLE:** Do you have skills and  
tools to accomplish this objective?

**RELEVANT:** Does it fit with overall  
organizational objectives?

**TIME-BOUND:** Intermediate and final  
deadline

**OBJECTIVE 3**