SMART Action Plan Template (+ Action Steps and Responsibilities)

	Goal #1: [INSERT GOAL]
S How is it **Specific**?	
M How is it **Measurable**?	
A Why is it **Attainable**?	
R Why is it **Relevant**?	
T How is it **Time-bound**?	
Who is responsible for the goal?	
Action steps to accomplish the goal:	
Step #1:	
Step #2:	
Step #3:	
Step #4:	
Step #5:	
Goal completed (YES/NO):	

Track the time you spend working on your SMART goals with Clockify.me

Goal #2: [INSERT GOAL]

S M A R T

How is it Specific?	
How is it Measurable?	
Why is it Attainable?	
Why is it Relevant?	
How is it Time-bound?	
Who is responsible for the goal?	

Action steps to accomplish the goal:

Step #1:	
Step #2:	
Step #3:	
Step #4:	
Step #5:	
Goal completed (YES/NO):	

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	Goal #3: [INSERT GOAL]	
S	**How is it Specific?**	
M	**How is it Measurable?**	
A	**Why is it Attainable?**	
R	**Why is it Relevant?**	
T	**How is it Time-bound?**	
	Who is responsible for the goal?	

Action steps to accomplish the goal:

Step #1:	
Step #2:	
Step #3:	
Step #4:	
Step #5:	
Goal completed (YES/NO):	

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Goal #4: [INSERT GOAL]

SMART		
S	**How is it Specific?**	
M	**How is it Measurable?**	
A	**Why is it Attainable?**	
R	**Why is it Relevant?**	
T	**How is it Time-bound?**	
	Who is responsible for the goal?	

Action steps to accomplish the goal:

Step #1:	
Step #2:	
Step #3:	
Step #4:	
Step #5:	
Goal completed (YES/NO):	

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