

SMART Goal Worksheet

Project:

Start Date:

Due Date:

S	M	A	R	T
SPECIFIC	MEASURABLE	ACHIEVABLE	RELEVANT	TIME BOUND
Improve written business communication	Keep track of all emails and review for completeness every month	This can be achieved by having email/document writing strategy	This is relevant to the business and will add value to communicate clearly	This needs to be achieved by end of Q3 2021