

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 undertake 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](https://clockify.me)

S
M
A
R
T

Goal #2: [INSERT GOAL]	
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 undertake the goal:	
Step #1:	
Step #2:	
Step #3:	
Step #4:	
Step #5:	
Goal Completed (YES/NO):	

S
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Goal #3: [INSERT GOAL]	
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 undertake the goal:	
Step #1:	
Step #2:	
Step #3:	
Step #4:	
Step #5:	
Goal Completed (YES/NO):	

S
M
A
R
T

Goal #4: [INSERT GOAL]	
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 undertake the goal:	
Step #1:	
Step #2:	
Step #3:	
Step #4:	
Step #5:	
Goal Completed (YES/NO):	