

# Step-by-Step SMART Goal Setting

*Use the SMART goal setting process to develop your goals for your project so that you can be productive and complete your project in a timely manner.*

**S**

**Specific  
&  
Strategic**

**M**

**Measurable**

**A**

**Action-  
oriented  
&  
Appropriate**

**R**

**Realistic**

**T**

**Timed &  
Tracked**