

## SMART Goals Reflection Worksheet

### Instructions:

- Review the goals listed in the table below. Identify whether each goal meets the SMART criteria.
- If a goal is not SMART, refine it by making it Specific, Measurable, Achievable, Relevant, and Time-bound.
- Reflect on a personal or professional goal you have set in the past and assess whether it follows the SMART framework.

### **Part 1: Evaluating Goals**

Read the following goals and determine if they meet the SMART criteria. If they do not, rewrite them to make them clearer, more measurable, or time-bound.

Original Goal	Does this goal meet the SMART criteria? (Yes/No)	Revised SMART Goal (if needed)
Improve employee morale.		
Increase sales performance.		
Reduce customer complaint response time.		
Attend more professional development courses.		
Launch a new employee wellness program in Q3, increasing participation by 20% over six months		
Improve time management skills.		
Increase customer retention rates by 5% in the next six months through personalised follow-up strategies.		
Deliver a project ahead of schedule.		

### **Part 2: Personal Goal Assessment**

Think of a personal or professional goal you have set in the past. Answer the following questions to evaluate whether it follows the SMART framework:

1. What was the goal?
2. Was it Specific? (Did it clearly state what you wanted to achieve?)
3. Was it Measurable? (Could you track progress and know when you had achieved it?)
4. Was it Achievable? (Was it realistic given your skills and resources?)
5. Was it Relevant? (Did it align with your personal or professional growth?)
6. Was it Time-bound? (Did it have a clear deadline?)
7. If it was not SMART, how could you refine it to make it more effective?