

# IS MY GOAL S.M.A.R.T.?

GOAL:
Improve presentation skills
Re-write as SMART Goal (after completing section below): Improve my public speaking ability within the next six months by giving formal presentations to members of my professional organization once a month for the next five months.

Specific: What EXACTLY do you want to achieve? <ul style="list-style-type: none"><li>Who?</li><li>What?</li><li>When?</li><li>Why?</li><li>Where?</li></ul>	Measurable: <ul style="list-style-type: none"><li>How often?</li><li>How many?</li><li>How much?</li><li>To what extent?</li></ul>	Achievable: Is your goal attainable? Realistic?	Relevant: Is it applicable to your ultimate goal?	Time-bound: When do you want/need to achieve the goal?
Improve my public speaking ability. Give formal presentations to members of my professional organization.	Once a month for five months.	Yes, it is spread over multiple months.	As I desire to move up in the organization and gain more responsibility, my presentation/communication skills and presence will be increasingly important.	Within the next six months.