TAFTAVE
CREATIVE LAB

SMART Actionable Goals Template

When faced with a big project, it can be paralyzing not to know where to start. Use this SMART Actionable Goals Template to break your goals and objectives down to bite-sized, actionable tasks. Remember, your actionable tasks must be just as *SMART* as your goals. This template can help you make sure your tasks are specific, measurable, attainable, relevant and time-based.

GOAL:

Actionable Task (These tasks should be small enough to be accomplished in a few hours.)	Person Assigned (Who is assigned to accomplish this task?)	Tools Needed (Are there any specialized tools or resources needed?)	Challenges (Note any challenges you foresee, that may delay completion.)	Deadline (When must this task be completed?)	Notes (Were you able to accomplish the goal? Describe the results.)

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