**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12276&utm_source=template-word&utm_medium=content&utm_campaign=Small+Business+Goal+Setting-word-12276&lpa=Small+Business+Goal+Setting+word+12276)Small Business Goal Setting   
Template**

|  |  |
| --- | --- |
| **SMART GOALS** | **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-Bound |

DEFINE GOALS

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |

BREAK EACH GOAL INTO SMALLER AND ATTAINABLE STEPS

|  |  |  |  |
| --- | --- | --- | --- |
| GOAL | STEP DESCRIPTION | TIME REQUIRED | SET DEADLINE |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

FURTHER PLANNING

|  |  |
| --- | --- |
| Detail Required Resources |  |
| Define Potential Obstacles |  |
| Plan for Overcoming Obstacles |  |

DESIRED OUTCOME

|  |  |
| --- | --- |
| Define Measurements for Success |  |
| Describe Outcome of Achieved Goal |  |

|  |
| --- |
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