

SMART Goals Template

1. Specific: What exactly do you want to achieve?

- Goal: (What is your event about? Be specific.)
- Example: "I want to attract 500 attendees to my event."

2. Measurable: How will you track progress and measure success?

- Goal: (How will you know you're making progress?)
- Example: "I will track ticket sales weekly and aim for 100 sales by the first month."

3. Achievable: Is this goal realistic given your resources?

- Goal: (Do you have the tools, time, and team to reach this goal?)
- Example: "I have a marketing budget and a team in place to promote the event."

4. Relevant: Why is this goal important to your overall success?

- Goal: (How does this goal support your bigger plans?)
- Example: "Getting 500 attendees will help us build brand awareness and attract sponsors."

5. Time-bound: When do you want to achieve this goal?

- Goal: (What is the deadline for achieving this goal?)
- Example: "I want to sell all 500 tickets by June 30, two weeks before the event."

You can adjust the details to fit your specific event or project. Each section helps ensure that your goals are clear and focused!