SMART Goals Worksheet

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language, but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

Today's Date: _____ Target Date: _____ Start Date: _____

Date Achieved: _____

STEP 1: Write down your (initial) goal in as few words as possible. *Write what you have in mind.*

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STEP 2: Verify that your goal is SMART

Specific: *What exactly will you accomplish? Answer who/what/where/how/when.*

How will you reach this goal? List at least 3 action steps you'll take (be specific):

1. _____
2. _____
3. _____

Measurable: *How will you know when you have reached this goal? Add details, measurements and tracking details.*

I will measure/track my goal by using the following numbers or methods:

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I will know I've reached my goal when:

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Acievable: *Is achieving this goal realistic with effort and commitment? Have you got the resources to achieve this goal? If not, how will you get them? What additional resources do you need for success?*

Items I need to achieve this goal:

How I'll find the time:

Things I need to learn more about:

People I can talk to for support:

Relevant: *Why are you setting this goal now? List why you want to reach this goal.*

Timely: *When will you achieve this goal? Put a deadline on your goal and set some benchmarks.*

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STEP 3: S.M.A.R.T. Goal: *Review what you have written and craft a goal statement based on what the answers to the questions above have revealed.*

This goal is important because…

_____

The benefits of achieving this goal will be…

_____

STEP 4: Take Action!

Potential Obstacles	Potential Solutions

Who are the people you will ask to help you?

_____

Specific Action Steps: *What steps need to be taken to get you to your goal?*

What?	Expected Completion Date	Completed