SMART Goal-Setting Worksheet

Step 1: Write down your goal in as few words as possible.

My goal is to: _____

Step 2: List at least 3 action steps you'll take (be SPECIFIC). *HOW will you reach this goal?*

1. _____

2. _____

3. _____

Step 3: Make sure your goal is MEASUREABLE. *Add details, measurements and tracking details.*

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

_____

I will know I've reached my goal when

_____

Step 4: Make your goal ATTAINABLE. *What additional resources do you need for success?*

Items I need to achieve this goal: _____

Things I need to learn more about: _____

People I can talk to for support: _____

Step 5: Make your goal RELEVANT. *List why you want to reach this goal:*

Step 6: Make your goal TIMELY. *Put a deadline on your goal and set some benchmarks.*

I will reach my goal by (date): __ / __ / ___.

My halfway measurement will be MID-YEAR REVIEW on (date) 06 / 30 / 2016.

Additional dates and milestones I'll aim for:

FINAL: Word your goal making sure to communicate it in a Specific, Measurable, Attainable, Relevant, and Time-bound way.

My goal is to: