

## SMART Goal Worksheet

Today's Date: \_\_\_\_\_ Target Date: \_\_\_\_\_ Start Date: \_\_\_\_\_ Date Achieved: \_\_\_\_\_

**Goal:** \_\_\_\_\_

**Specific:** *Goals should be simplistically written and clearly define what you are going to do. What exactly will you accomplish? Think about the what, why, and how of your goal.*

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**Measurable:** *Goals should be measurable so that you have tangible evidence that you have accomplished the goal. Usually, the entire goal statement is a measure for the project, but there are usually several short-term or smaller measurements built into the goal. How will you know when you have reached this goal? List at least two indicators)?*

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**Achievable:** *Is achieving this goal realistic with effort and commitment? Have you got the resources, knowledge, skills, and abilities to achieve this goal? If not, how will you get them? Will meeting the goal challenge you without defeating you?*

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**Relevant:** *Why is this goal significant to your life? What is the reason, purpose, or benefit of accomplishing the goal?*

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**Timely:** *When will you achieve this goal? List several checkpoints along the way.*

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**This goal is important because:**

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**The benefits of achieving this goal will be:**

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**Potential Obstacles**

**Potential Solutions**

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**Who are the people you will ask to help you? What will you ask of them?**

Person: \_\_\_\_\_ What do you need from them? \_\_\_\_\_

Person: \_\_\_\_\_ What do you need from them? \_\_\_\_\_

Person: \_\_\_\_\_ What do you need from them? \_\_\_\_\_

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

**What?**

**Expected completion date**

**Date completed**

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