

## SMART Goal-Setting Worksheet

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

My goal is to: \_\_\_\_\_

**Step 2: Make your goal detailed and SPECIFIC.** 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. \_\_\_\_\_

**Step 3: Make 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: \_\_\_\_\_

How I'll find the time: \_\_\_\_\_

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 \_\_\_\_\_ on (date) \_\_\_\_/\_\_\_\_/\_\_\_\_.

Additional dates and milestones I'll aim for: