

S.M.A.R.T. GOALS WORKSHEET

Date: __/__/__

Completing this worksheet is designed to help you identify if what you want to achieve is realistic and set 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.

- **INITIAL GOAL** - What is the goal you have in mind? -----

S

SPECIFIC - What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?

M

MEASURABLE - How can you measure progress and know if you've successfully met your goal?

A

ACHIEVABLE - Do you have the necessary skills? If not, can you acquire them? What motivates this goal? Will the effort match the expected outcome?

R

RELEVANT - Why am I setting this goal now? Is it aligned with overall objectives?

T

TIME-BOUND - What's the deadline and is it realistic?

- **SMART GOAL** - Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed. -----