

SMART Goals Worksheet

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

S	Specific: make sure your goals are focused and identify a tangible outcome.
M	Measurable: SMART goals have criteria to measure you progress for achieving it. How do you know if you reached your goal? What is your indicator of progress?
A	Achievable: Your goal should be challenging, but still reasonable to achieve. Reflecting on this component can reveal any potential barriers that you may need to overcome to realize success. Outline the steps you're planning to take to achieve your goal.
R	Realistic: This is about getting real with yourself and ensuring what you're trying to achieve is worthwhile to your life goals and purpose and that you have the resources required or within reach to achieve your goal.
T	Time Bound: Every goal needs a target date, something that motivates you to apply the focus and discipline necessary to achieve it.

Specific: This part of your goal will answer the "What, Why, and How?" of the goal. exactly will you accomplish, why is it important and how will you do it?

Measurable: How will you know when you've achieved this goal?

Achievable: Is achieving the goal realistic with effort and commitment? Have you got the resources needed to achieve this goal? If not, how will you get them?

Realistic: Is your goal realistic in that the goal can be achieved given the resources available to you and is the goal relevant to your overall life purpose, vision, and goals?

Time Bound: SMART goals are time-bound, meaning they have a start and end-date. If your goal is not time-constrained, you lose urgency and may become less motivated to achieve the goal.

+ Accountability: How will you be held accountable for this goal? Do you have a friend, mentor, or colleague – or technology solution – to keep you accountable to staying on track with achieving your goal?

Example SMART Goal:

On September 1st, 2021, I will start career coaching with a Career Coach from People First HR Services. To get a new career opportunity, I will work with the Career Coach once a week for 60 minutes each session for a total of 1 month. Every week, I will aim to have one of my career marketing materials updated, so I will be ready to apply for jobs as a top candidate by October 1st, 2021. I will have realized and achieved my goal if I have my Resume, Cover letter & LinkedIn Profile, and done one mock interview with my Career Coach.