

# SMART GOAL WORKSHEET



SMART goals stands for Specific, Measurable, Achievable, Relevant, and Time-Bound. Defining these parameters as they pertain to your goal helps ensure that your objectives are attainable within a certain time frame and will put you in a stronger position to realize success in the goal you've set forth to achieve.

## The Assignment

SMART Goals are designed to help you determine if what you want to achieve is realistic, determine what steps you need to take to achieve your goal and set a deadline. When writing a SMART goal, please use concise language, and only relevant information. This exercise is designed to help you succeed. Focus on a positive mindset and think about your strengths and skills when answering the questions.

<b>YOUR GOAL</b> Please write your originally stated goal here, in your own words.	
<b>S: Specific</b> What do you want to accomplish? Who needs to be included? Why is this goal important? What is your motivation for this goal?	
<b>M: Measurable</b> How can you measure progress or success? How will you know if you've successfully met this goal?	
<b>A: Achievable</b> Do you have the skills required to achieve this goal? If not, can you obtain them –how? Is the effort worth the intended results? Are there any roadblocks that would prevent you from achieving this goal? (Budget, logistics, resources of any sort)	
<b>R: Relevant</b> Why are you setting this goal now? Is it aligned with your overall objectives?	
<b>T: Time-Bound</b> What is the deadline? Is the deadline realistic?	
<b>SMART Goal</b>  Review what you have written in the right column, and craft a revised goal statement based on each of the answers you've provided above.	