

## SMART GOALS

Date: \_\_\_\_\_

<b>GOAL:</b>	
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	How	Questions	Action Steps	Response
<b>Specific</b>	Clearly stated	<ul style="list-style-type: none"> <li>Can you easily explain the goal?</li> <li>Are there clichés and vague assumptions?</li> </ul>	List specific actions/ steps necessary to achieve this goal.	
<b>Measurable</b>	Meaningful to You	<ul style="list-style-type: none"> <li>Is there a number/cost attached to your goal?</li> </ul>	Explain why this number or value is important, and what you will use it for.	
<b>Achievable</b>	As if <b>NOW</b> ; All areas of your life	<ul style="list-style-type: none"> <li>Who is accountable to the goal?</li> <li>Does the goal involve specific, measurable actions?</li> </ul>	Who is responsible for each action?	
<b>Realistic</b>	Responsible/ Ecological	<ul style="list-style-type: none"> <li>Is the goal achievable?</li> <li>Have you begun planning?</li> </ul>	List some potential obstacles and the resources you'll need.	
<b>Timebound</b>	Completion date	<ul style="list-style-type: none"> <li>What is your deadline/ timeline?</li> <li>When does it have to be completed?</li> <li>Short-term / Long-term goal</li> </ul>	Draft a schedule which actions are needed by when?	

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### Notes & Self- Reflections: