

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 (S)**

HOW WILL YOU REACH THIS GOAL? ACTION STEPS

1. _____
2. _____
3. _____

STEP 3: MAKE YOUR GOAL **MEASUREABLE (M)**

TRACKING METHODS: _____

HAS GOAL BEEN ACHIEVED: _____

STEP 4: MAKE YOUR GOAL **ATTAINABLE (A)**

ITEMS NEEDED 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 (R)**

WHY DO YOU WANT TO REACH THIS GOAL? _____

STEP 6: MAKE YOUR GOAL **TIMELY (T)**

I WILL REACH MY GOAL BY (DATE): ____/____/____

MY HALFWAY MEASUREMENT WILL BE _____ ON (DATE) ____/____/____

ADDITIONAL DATES AND MILESTONES I'LL AIM FOR: