



S.M.A.R.T. Goals Worksheet

S.M.A.R.T. stands for **Specific, Measurable, Achievable, Relevant and Time-Bound**.

This S.M.A.R.T. goals worksheet will help you make a realistic action plan with important milestones that you can use to track your goals.

S

SPECIFIC

State what you want to accomplish and the benefits of achieving this goal.

M

MEASURABLE

How will you measure your progress? How will you know you've accomplished this goal?

A

ACHIEVABLE

What steps do you need to take to accomplish this goal?

R

RELEVANT

Why is this goal worthwhile? Do you have the necessary resources to accomplish this goal?

T

TIME-BOUND

How long will it take to accomplish this goal? Write down your target deadline.