

S.M.A.R.T. GOALS WORKSHEET

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

**INITIAL
GOAL**

WRITE THE GOAL YOU HAVE IN MIND

S

Specific

WHAT DO YOU WANT TO ACCOMPLISH? WHO, WHAT, WHERE, WHEN, WHY?

M

Measurable

WHAT WILL YOU USE TO DETERMINE PROGRESS TOWARD OBTAINING YOUR GOAL?

A

Achievable

WHAT DO YOU NEED TO DO TO ACHIEVE THIS GOAL?

R

Relevant

WHY AM I SETTING THIS GOAL NOW? IS IT ALIGNED WITH OVERALL OBJECTIVES?

T

Time Bound

WHAT'S THE DEADLINE AND IS IT REALISTIC?

**SMART
GOAL**

REVIEW WHAT YOU HAVE WRITTEN, & USE THE ABOVE TO STATE YOUR SMART GOAL