

SMART GOALS WORKSHEET

S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and to 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	<ul style="list-style-type: none">• What do I want to accomplish?• Who is involved?• Where: is there a specific location at which this will occur?• When? establish a time frame• Which: identify requirements and constraints• Why: specific reasons, purpose or benefits of accomplishing the goal
M Measurable	How can you measure progress and know if you've successfully met your goal? <ul style="list-style-type: none">• How much?• How many?• How will I know when it is completed?
A Achievable	Do you have the skills, tools, and resources required to achieve the goal? If not, can you obtain them? Ex. <ul style="list-style-type: none">• Attitude, Skills, and Abilities• Finances• Tools• Time
R Relevant	Why am I setting this goal now? What overall objective does this fit? <ul style="list-style-type: none">• High goal that motivates me• Truly believe you can accomplish it
T Time-Bound	A goal should be grounded within a time frame <ul style="list-style-type: none">• Based on what is needed to accomplish this goal, is this a realistic time frame?• Allow for time to acquire what is needed to achieve this goal in the given timeframe• Acquiring each skill, tool, and resource needs its own time-line
S.M.A.R.T. GOAL	Write your goal as a S.M.A.R.T GOAL using the components listed above