

S.M.A.R.T. Goal Workbook



A SMART goal is used to help guide goal setting.

Goals should be specific, measurable, attainable, realistic and timely. In other words, in the goal setting process make sure you use the SMART system.



SPECIFIC

Well-defined, clear, and unambiguous

MEASURABLE

With specific criteria that measures your progress towards the accomplishment of the goal



ATTAINABLE

Attainable and not impossible to achieve



RELEVANT

Within reach, realistic, and relevant to your life purpose



TIME-BOUND

With a clearly defined timeline, including a starting date and a target date. The purpose is to create urgency.



S.M.A.R.T. Goals

What exactly will you do?

SPECIFIC

How will you know if you meet your goal?

MEASURABLE

What steps are you going to take to reach your goal?

ATTAINABLE

What about your goal makes it important to you?

RELEVANT

When do you want to complete your goal?

TIME-BOUND