

# SMART GOAL SETTING WORKSHEET

## Specific

Is the goal clearly written?  
What do I want to achieve?  
Why is this goal important

## Measureable

How will I keep track of my progress?  
How do I know if it is achieved?

## Relevant

How will your achieve your goal?  
What resources do I need to achieve the goal?  
What support do I need?

## Achievable

How will this goal help me?  
Is now the best time?  
Are the necessary resources to accomplish this goal available?

## Time-Bound

How long will it take me to accomplish this goal? Do I have a clear completion date?

Describe your goal \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I will track my progress by \_\_\_\_\_

\_\_\_\_\_

How does this goal help me? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I will achieve this by doing the following \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My goal completion date \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_