

S.M.A.R.T Goals Worksheet

S.M.A.R.T Goals can help you identify whether the goal you hope to achieve is realistic. When writing S.M.A.R.T. Goals, use concise language, include relevant information, and make sure the deadline is part of the goal.

INITIAL GOAL	Write out your goal.
S SPECIFIC	What exactly do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal for you?
M MEASURABLE	How can you measure progress? How will you know you have met your goal?
A ACHIEVABLE	Do you have the skills required to meet the goal? If not, can you obtain them? Is the amount of effort required to meet the goal proportional to what it will provide?
R RELEVANT	Why now? Is working toward this goal at this time aligned with my overall objectives?
T TIME-BOUND	What is the deadline for the goal and is it realistic?
SMART GOAL	Review what you've written. Craft a new goal statement based on your answers.