

SMART Goal-Setting Worksheet

Step 1: Write down your goal in as few words as possible.

My goal is to: _____

Step 2: Make your goal detailed and SPECIFIC. Answer who/what/where/how/when.

How will you reach this goal. List at least 3 action steps you'll take (be specific)

1. _____

2. _____

3. _____

Step 3: Make your goal MEASUREABLE. Add details, measurements and tracking details.

I will measure/track my goals by using the following numbers or methods:

I will know I've reached my goal when:

Step 4: Make your goal ATTAINABLE. What additional resources do you need for success?

Items I need to achieve this goal: _____

How I'll find the time: _____

Things I need to learn more about: _____

People I can talk to for support: _____

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Step 5: Make your goal REALISTIC List why you want to reach this goal.

Step 6: Make your goal TIMELY. Put a deadline on your goal and set some benchmarks.

I will reach my goal by (date): ___ / ___ / ___

My halfway measurement will be _____ on (date) ___ / ___ / ___

Additional dates and milestone I'll aim for:

