

SMART Goal-Setting Worksheet

(specific, measurable, attainable, relevant and timely)



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 is MEASUREABLE. Add details, measurements and tracking details. I will measure/track my goal 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: _____

Step 5: Make your goal RELEVANT. 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 milestones I'll aim for: