SMART Goal Worksheet

Target Date: _____ Start Date: _____Date Achieved: _____

Goal: _____

Verify that your goal is SMART

Specific: *What exactly will you accomplish?*

_____

_____

_____

Measurable: *How will you know when you have reached this goal?*

_____

_____

_____

Achievable: *Is achieving this goal realistic with effort and commitment? Have you got the resources to achieve this goal? If not, how will you get them?*

_____

_____

_____

Relevant: *Why is this goal significant to your life?*

_____

_____

_____

Timely: *When will you achieve this goal?*

_____

_____

_____

This goal is important because:

_____

_____

The benefits of achieving this goal will be:

_____

_____

_____

Take Action!

Potential Obstacles	Potential Solutions
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

What are the key skills that will help you achieve this goal?

_____

_____

_____

Who are the people you will ask to help you?

_____

_____

_____

Specific Action Steps: *What steps need to be taken to get you to your goal?*

What?	Expected Completion Date	Completed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____