



S.M.A.R.T. Goal Worksheet

Step 1: Write down your goal in as few words as possible. My goal is to: _____

Step 2: Make your goal Specific. Your goal should clearly define what you want to accomplish. Ask yourself who, what, when, where, why, and how as it applies to your goal.

Who: _____

What: _____

When: _____

Where: _____

Why: _____

How can you attain your goal (list at least 2 practicals): _____

Step 3: Make your goal Measurable. What can you measure to see if you've accomplished your goal? Numbers, dates, deadlines, rubrics, etc. are great here. List at least 2 indicators.

1. _____ 2. _____

3. _____ 4. _____

Step 4: Make your goal Attainable. Is your goal something that's realistic for you? It should be a stretch to get out of your regular comfort zone, but not something that will be impossible or leave you feeling defeated. Do you have the time and skills to accomplish it? What I'll need to do/learn attain this goal: _____

Step 5: Make sure the goal produces Results. Goals should focus on the outcomes, not the activities. List at least 2 outcomes:

1. _____ 2. _____

3. _____ 4. _____

Step 6: Make sure the goal is Time-bound. Your goal needs a sense of urgency in order for you to be successful. I will reach my goal by: ____/____/____ My halfway measurement will be _____ on ____/____/____ or I will review it (circle one) Daily/Weekly/Monthly. Other milestones to aim for: _____

My Revised SMART Goal is: _____