

My SMART Goal Worksheet

Today's Date: _____ Target Date: _____ Start Date: _____

Date Achieved: _____

Overall Goal: _____

Verify that your goal is SMART

Specific: *What will the goal accomplish? How and why will it be accomplished?*

Measurable: *How will I know when I have reached this goal (list at least two indicators)?*

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

Relevant: *What is the reason, purpose, or benefit of accomplishing the goal?*

Timely: *When will I achieve this goal?*

This goal is important to me because:

The benefits to me of achieving this goal are:

Take Action!

Potential Challenges

Potential Solutions

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Who are the people I will ask to help me?

Specific Action Steps: *What steps do I need to take to reach my goal?*

What?

Planned Completion Date

Date Completed

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