


S.M.A.R.T Goals Worksheet

What is
S.M.A.R.T?



S.M.A.R.T	Description
S pecific	When setting a specific goal, ask and answer, "What and Why"?
M easurable	Establish criteria to ensure you're on track to achieving your goal. Measure progress often.
A ttainable	Determine what you need to achieve your goal.
R ealistic	Evaluate the possibility of reaching the goal. Can it be done?
T ime-bound	Establish deadlines and make sure you keep to them. Adjust your timeframes when necessary.

Step 1	Describe your goal
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My Goal is: _____

Step 2	Measure and track your Goal
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I will use the following methods to measure and track my goal:

 I will have completed my goal when:

Step 3	List 3 steps you will take to actively attain your goal
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1. _____
 2. _____
 3. _____

Step 4	Additional resources to help attain your goal
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Items needed to complete goal: _____
 When/how I will make time: _____
 What I need to learn to attain my goal: _____
 Other people I can reach out to for help: _____

Step 5	List reasons for wanting to attain this goal
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Step 6	Choose a realistic deadline
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My goal will be completed by: __ / __ / __
 Additional major benchmarks and dates through the process: