SMART Goal-Setting Worksheet

**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: