SMART Goal Worksheet

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Goal Completion Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_

My goal is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Answer the questions below to help develop and clearly define your goal**

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| --- | --- | --- |
| **S** | **SPECIFIC:**  What am I going to do?  Why is this important?  What do I want to accomplish? |  |
| **M** | **MEASURABLE:**  How will I know that I have reached my goal?  What will I receive for completing my goal? |  |
| **A** | **ATTAINABLE:**  Can I see myself achieving this goal?  Can I break it down into manageable pieces?  What do these pieces look like? |  |
| **R** | **REALISTIC:**  Is the goal tool difficult to reach?  Too easy?  What are some potential challenges I will have to overcome? |  |
| **T** | **TIMELY:**  What is my anticipated date of completion?  Are there official deadlines to this goal? |  |

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