



# S.M.A.R.T. Goals Worksheet

Crafting S.M.A.R.T. Goals is designed to help you identify if what you want to achieve is realistic and to determine a deadline. When writing S.M.A.R.T. Goals, use concise language, but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

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First write down the goal you have in mind.

## Initial Goal:

### Specific

What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?

### Measurable

How can you measure progress and know if you've successfully met your goal?

### Attainable

Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?

### Relevant

Why am I setting this goal now? Is it aligned with overall objectives?

### Time-bound

What's the deadline and is it realistic?

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Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed.

## SMART Goal: