SMART Goal Worksheet

S.M.A.R.T.	Questions…
Specific	Does your goal clearly and specifically state what you are trying to achieve? *If your goal is particularly large in scope, try breaking it down into smaller, specific SMART goals.*
Measurable	How will you (and others) know if progress is being made on achieving your goal? Can you quantify or put numbers to your outcome?
Attainable	Is achieving your goal dependent on anyone or anything else? Is it possible to reframe your goal so it only depends on you and not others? What factors may prevent you from accomplishing your goal?
Relevant	Why is achieving this goal important to you (problem you want to solve)? What values in your life and profession does this goal reflect? What effect will achieving your goal have on your life or on others?
Time-bound	When will you reach your goal? *Again, if your goal is particularly large, try breaking it down into smaller goals with appropriate incremental deadlines.*

Today's Date: _____

Date by which you plan to achieve your goal: _____

What is your goal in one sentence? *(What's the bottom line?)*

_____
_____
_____

The benefits of achieving this goal will be…

_____
_____
_____
_____

Verify that your goal is S.M.A.R.T.

Specific: *What exactly will you accomplish?*

_____
_____
_____
_____

Measurable: *How will you (and others) know when you have reached your goal?*

_____
_____
_____
_____

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

_____

_____

_____

_____

Relevant: *Why is this goal important to you? Hone in on why it matters.*

_____

_____

_____

_____

Time-bound: *When will you achieve this goal?*

_____

_____

ACTION PLAN		
What specific steps must you take to achieve your goal? *This action plan may just get you started. Feel free to create a more detailed step-by-step plan.*		
Task / to-do item	**Expected completion date**	**Date actually completed**

OBSTACLES / CHALLENGES	
What obstacles stand in the way of you achieving your goal?	
Obstacle	**How will you address the challenges if/when they arise?**

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