

SMART Goal

| | |
|------------------------|---|
| Initial Goal | Write your goal here. |
| S Specific | Your goal should be well defined, detailed and clear. |
| M Measurable | Is your goal measurable? You should be able to tell when you reach your goal. |
| A Achievable | Can you reach the goal, taking into account your available time, skills, and financial status? |
| R Realistic | Is your goal realistically achievable within the given time frame and with the available resources? |
| T Timely | Set a start and finish date for your goal. Start Date: _____ Finish Date: _____ |
| SMART Goal | Revise your goal based on the answers to the questions above. |

Action Plan

What steps do you need to take to get you to your goal?

| Action Items | Expected Completion Date | Actual Completion Date |
|--------------|--------------------------|------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Potential Obstacles and Solutions

| Potential Obstacles | Potential Solutions |
|---------------------|---------------------|
| | |
| | |
| | |
| | |