Worksheet for Writing SMART Goals

Instructions

*Use this worksheet as a guide to writing SMART goals (i.e., goals that are: specific, measureable, action-oriented, realistic, and time-limited).*

**Part I: Identify your goal**

*Write your goal in the space below.*

**Part II: Is your goal SMART?**

|  |  |  |  |
| --- | --- | --- | --- |
| *Evaluate the goal you listed above according to the SMART criteria. If you can answer “yes” to all of the following questions, your goal is SMART.* | | | |
| **Is your goal…** | YES | NO |
| **S**pecific: Does it clearly define the details of what is to be accomplished? | |  |  |
| **M**easurable: Does it gauge success using either quantitative or qualitative assessments? | |  |  |
| **A**ction-oriented: Does it identify concrete behaviors or processes? | |  |  |
| **R**ealistic: Can it be achieved given existing constraints, such as time and resources. | |  |  |
| **T**ime-limited: Is it to be accomplished within a specific time frame? | |  |  |

*If you answered “no” to any of the criteria above, consider rewriting your goal. Rewrite your new, SMART goal in the space below.*