

SMART Goals

LOOKING FORWARD

Goal setting is the first step toward making your dreams a reality. However, not all goals are created equal. Use this worksheet to make your goals SMART: specific, measurable, attainable, relevant, and time-bound. By clearly defining your goals and the steps needed to accomplish them, you set yourself up for success.

WHAT DO YOU WANT TO ACCOMPLISH?

SPECIFIC

What exactly do you want to accomplish? How will you reach this goal? Try to answer the who/what/where/when/how.

MEASURABLE

How will you know when you've reached this goal? Add units, measurements and tracking details.

ATTAINABLE

Do you have the resources and knowledge to realistically accomplish this goal? What additional resources do you need? Who can you talk to for support?

RELEVANT

Why do you want to accomplish this goal? Will accomplishing this goal move you toward an outcome you want?

TIME-BOUND

What are additional dates and milestones you can aim for?



LOOKING FORWARD

WRITE YOUR SMART GOAL

Time to put the SMART components together...

PLAN OF ACTION

What are three action steps that you can do TODAY to make progress on your SMART goal?

01

02

03

NOTES & BRAINSTORMING

A large grid of dotted lines for taking notes and brainstorming.

