

# SMART Goal-Setting Worksheet

**Step 1: Write down your goal in as few words as possible.**

My goal is to:

**Step 2: List at least 3 action steps you'll take (be **SPECIFIC**). *HOW* will you reach this goal?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Step 3: Make sure your goal is **MEASUREABLE**. Add details, measurements and tracking details.**

I will measure/track my goal by using the following numbers or methods:

\_\_\_\_\_

I will know I've reached my goal when

\_\_\_\_\_

**Step 4: Make your goal **ATTAINABLE**. What additional resources do you need for success?**

Items I need to achieve this goal: \_\_\_\_\_

Things I need to learn more about: \_\_\_\_\_

People I can talk to for support: \_\_\_\_\_

**Step 5: Make your goal **RELEVANT**. List why you want to reach this goal:**

**Step 6: Make your goal **TIMELY**. Put a deadline on your goal and set some benchmarks.**

I will reach my goal by (date): \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

My halfway measurement will be **MID-YEAR REVIEW** on (date) \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

Additional dates and milestones I'll aim for:

**FINAL:** Word your goal making sure to communicate it in a Specific, Measurable, Attainable, Relevant, and Time-bound way.

**My goal is to:**