



## SMART Goals Worksheet

Remember when setting your goals make sure they are SMART, Specific, Measureable, Achievable, Realistic, and Timely.

State your basic goal: \_\_\_\_\_

Is it Specific? Does it answer who, what, where, when, and why?

**S** \_\_\_\_\_

Is it Measurable? How will you measure the progress? How many or how much?

**M** \_\_\_\_\_

Is this goal Attainable? (Can you really do this? Are there steps involved? What type of effort will it take?)

**A** \_\_\_\_\_

Is it Realistic? Do you have the skills, abilities or knowledge to accomplish it?

**R** \_\_\_\_\_

What's the Timeframe? What is your deadline? Why? Is it possible?

**T** \_\_\_\_\_

Restate the goal. Using the SMART worksheet you completed above rewrite your goal to include each part of the SMART method. You may find as you complete this worksheet that some of your goals can be broken down into other shorter term goals using the same method.

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