

GOAL SETTING WORKSHEET

SMART Goals

Specific

Use clear and precise language to define the goal. Include details by answering: Who? What? Where? When? Why?

Measureable

Identify how you will track and measure your progress. How will you know when the goal is accomplished?

Attainable / Achievable

Is the goal reasonable to accomplish? Are you aiming too high? Are you challenging yourself enough?

Relevant

Describe what makes the goal worthwhile. How does this goal relate to other longer term aspirations or plans?

Time-bound

Give yourself a time limit, which will encourage better time management and also create a sense of urgency. Set some benchmarks for your action steps.

Initial Goal - Write the goal you have in mind:

1. Specific - What do you want to achieve? Who needs to be included? When do you want to do this? Why is this a goal?

2. Measurable - How will you measure progress and know whether you have met your goal (list at least two indicators)?

3. Achievable - *Do you have the resources and skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Does the goal challenge you enough?*

4. Relevant – *What is the purpose of the goal, what benefit will be obtained? Is it aligned with overall objectives?*

5. Time-bound – *What is the desired completion date? Does the deadline create a sense of importance and motivation?*
