

S.M.A.R.T. GOALS WORKSHEET

S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. This form is designed to help you write S.M.A.R.T. Goals. that use concise language and include relevant information. These are designed to help you succeed, so think deeply when answering the questions. While each question should be considered per goal, A and R may not appear in the final wording of the goal.

INITIAL GOAL	Write the goal you have in mind.
S SPECIFIC	What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?
M MEASURABLE	How can you measure progress and know if you've successfully met your goal?
A ACHIEVABLE	Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?
R RELEVANT	Why am I setting this goal now? Is it aligned with overall objectives?
T TIME-BOUND	What's the deadline and is it realistic?
SMART GOAL	Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed.