

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

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language, but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

<b>INITIAL GOAL</b>	Write the goal you have in mind
<b>S  SPECIFIC</b>	What do you want to accomplish? Who needs to be included? When do you want to do this? What are the smaller steps?
<b>M  MEASURABLE</b>	How can you measure progress and know if you've successfully met your goal?
<b>A  ACHIEVABLE</b>	Do you have the skills required to achieve the goal? If not, can you obtain them? What resources do you need? What mentors do you need?
<b>R  RELEVANT</b>	Why am I setting this goal now? Is it aligned with my long-term goals? Is it a priority? Why?
<b>T  TIME-BOUND</b>	What's the deadline and is it realistic? When does each step need to be done?
<b>SMART</b>	Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed

GOAL