

Crimson Rise:

Goal Setting Worksheet

Sample Template & Process

Step 1: Identify your goal

Read the SMART goal criteria below before setting your goal!

Specific: What is your goal?

Measurable: How will you track your progress?

Achievable: How will you achieve this?

Relevant: How will this goal help you?

Timely: When will you achieve this?

Action Plan

Goals	
Identify 3-6 SMART Goals	
1	
2	
3	
4	
5	
6	

Step 2: Break down your goals into smaller goals!

SMART Goal: (Write your SMART goal here)	
Goals (Break down your SMART goal into smaller, achievable goals)	Time Required

*Repeat this activity for each SMART goal.

Step 3: Never Stop tracking

Goal Tracker

Goal Tracker			
<i>*Revise this table as needed for your project</i>			
Week/ Month	Tasks	Status	Notes/Resources
Jan		☐	
Feb		☐	
March		☐	
April		☐	
May		☐	
June		☐	

*Repeat this activity for each SMART goal.

Weekly Tracker

Daily Activity Log							
Log in all activity done towards your SMART goal							
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Week 1							
Week 2							
Week 3							
Week 4							

*Copy this table and repeat it each month until you achieve the SMART goal.