

SMART Goal Setting Worksheet



With another New Year upon us, there is a renewed desire to better ourselves. This year, we want to help you set your goals and see them through with this SMART goal worksheet. SMART goals are specific, measurable, achievable, relevant, and time-based.

S

is this goal clearly written with clear outcomes and responsibilities?

M

Does the goal answer the question of how many, how much and/or how often?

A

Are you able to get the support and resources you need to achieve this goal by the completion date? Are the expected results realistic?

R

Does this goal excite you? Does it have an impact on your life? Will it help to advance your career, improve your health or your personal life?

T

Have you set a timeline?

What do you want to achieve? What is your goal?

Why are you interested in this goal? What makes this achievement important to you? Why does this goal excite you?

How can you make it happen? Break down the overarching goal into smaller, achievable steps. Create milestones for yourself so you can see your progress.

1. _____

Actions:

1. _____

2. _____

3. _____

Progress Completion Date: _____

2. _____

Actions:

1. _____

2. _____

3. _____

Progress Completion Date: _____

3. _____

Actions:

1. _____

2. _____

3. _____

Progress Completion Date: _____

Goal Completion Date: _____

