

SMART Goals Worksheet

my goal:

SPECIFIC - ASK YOURSELF:

What do I want to achieve? Who can keep me accountable? What are the requirements? What are the potential obstacles?

MEASURABLE - ASK YOURSELF:

How will I measure my progress? How will I know that I have successfully met my goal?

ACHIEVABLE - ASK YOURSELF:

Do I have the skills & resources required? If not, how can I obtain them? What are the logical steps I should take to achieve my goal?

RELEVANT - ASK YOURSELF:

What is my motivation for this goal? Is this goal aligned with my long-term goals?

TIME-BOUND - ASK YOURSELF:

How long will it take to complete this goal? When is the deadline? When am I going to work on this goal?

MY SMART GOAL

Review what you have written and compile it together below as cohesive SMART goal.

SMART Goals Checklist

my SMART goal:

Action Item	Start Date	Due Date	Required Resources	Potential Obstacles	Done
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