

SMART GOALS WORKSHEET

SPECIFIC

What do I want to achieve?

What are steps that I must take to achieve that goal?

MEASURABLE

How much? _____

How many? _____

How will I know when it's done? _____

ACHIEVABLE

How realistic is this goal?

What are constraints to my goal?

Do I have complete control over my goal, or are there other factors at hand?

RELEVANT

Does this goal align with a big picture aspiration of mine? _____

Is now the right time to pursue this goal? _____

Do I have the skill set to achieve this goal? _____

If you answered no to any of the above, how can you make that a "yes"?

TIME-BOUND

How fast can I achieve this without sacrificing quality?

How much can I do everyday at the minimum?

END GOAL

DEADLINE: _____

GOAL: _____
