SMART Goals Checklist



Goal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Specific:**

* I have been specific in describing what goal I plan to accomplish and why I want to accomplish it.
* I have been very clear about what specific actions I will take.
* My goal will challenge me. (If it won’t **you will not** change.)
* My goal is something I want to accomplish for myself, not for anyone else.

**Measurable:**

* I have identified the indicators that will tell me when I've reached each milestone and my final target goal.
* I have created a plan for how I will reach each milestone.
* I have used numbers or values so I can track my progress.

**Attainable:**

* My goal is realistic.
* My goal is within my reach.
* My goal requires me to invest my time, energy and effort to reach it.
* I have resources in place to keep me motivated when I'm feeling frustrated.

**Relevant:**

* I have documented my "WHY" in detail.
* I have listed the benefits I will see once I've reached my goal.
* My goal fits with my future plans.
* Now is the right time to start this goal?
* I have plans in place to help keep me motivated when I get frustrated.

**Timely:**

* I have set a deadline for reaching my goal.
* My goal is achievable by the deadline, if I stay focused and motivated.
* My goal is doable even with the other commitments I currently have.
* I have a plan for overcoming any obstacles that get in my way.
* I have my milestones in place.