SMART Goals Worksheet



Today's Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Target Date for Completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Goal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planned Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SMART goals are Specific, Measurable, Attainable,**

**Relevant and Timely.**

**Specific:** What exactly do you want to accomplish? Be specific. Be clear. Be detailed. Visualize it and then write it out. Make it personal to you. What skills, knowledge and resources will you need to accomplish this goal? How will your life change when you reach this goal?

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**Measurable:** How will you know if you are making progress? How will you know if you're still on track for your completion date? How will you know when you've reached your goal? Use numbers or values that are trackable.

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**Attainable:** Is this a realistic goal? Is it within your reach? Can it be achieved within your time frame? Do you have the knowledge, skills and resources to achieve this goal? If not, do you have the ability to get them? Do you have the confidence & motivation to do this? If not, how will you get and maintain it?

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**Relevant:** This is your WHY.Why do you want to achieve this goal? Why is it important to you? What benefits will you receive by accomplishing this goal? Does it fit with your long-term life goals? Is this the right time to be doing this? Why will you be able to stay committed to this goal? How will you stay motivated to keep moving forward?

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**Timely:** When is the deadline for accomplishing this goal? Does it give you enough time, without too much padding, to accomplish the goal? Does it fit with other commitments you have in your life? How will you overcome any delays to keep moving forward? What milestones do you need to set? How will you make the most of your time?

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Action Steps

**Necessary Actions Date Completed**

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Milestone Tracking

**Milestone Date Completed**

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