

SMART Goals Worksheet

What are SMART goals? These are goals that are *specific, measurable, attainable, relevant,* & *time-bound.* Your goal should clearly and specifically state what you are trying to achieve. It should also be a goal that you can quantify to track your progress with a deadline of when you want to reach it. Most importantly, your goal should be realistic and important to you.

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What are your goals?

Why do you want to achieve these goals?

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Today's Date: __/__/____

Goal Completion Date: __/__/___

Are your goals SMART? You should complete each section for every goal.

- **Specific** What do you want to accomplish?
- Measurable How will you know you reached your goal?
- Attainable How will you attain it? What changes are needed?
- **Relevant** Why is this important to you?
- **Time Bound** *When do you want to reach your goal?* Why is this date significant?

Plan of Action What steps/actions are critical for you achieve your goal?		
Task	Start Date	Expected End Date