**SMART Goal Worksheet**

**S.M.A.R.T. Questions**

Specific: Does your goal clearly and specifically state what you are trying to achieve? If your goal is particularly large or lofty, try breaking it down into smaller, specific SMART goals.

Measurable: How will you (and others) know if progress is being made on achieving your goal? Can you quantify or put numbers to your outcome?

Attainable: Is achieving your goal dependent on anyone else? Is it possible to reframe your goal so it only depends on you and not others? What factors may prevent you from accomplishing your goal?

Relevant: Why is achieving this goal important to you? What values in your life does this goal reflect? What effect will achieving your goal have on your life and on others?

Time-bound: When will you achieve this goal?

Today’s Date: \_\_\_\_\_\_\_\_\_\_

Date by which you plan to achieve your goal: \_\_\_\_\_\_\_\_\_\_\_

What is your goal in one sentence? (What’s the bottom line?)

The benefits of achieving this goal will be…

**Verify that your goal is S.M.A.R.T.**

**Specific:** What exactly will you accomplish?

**Measurable:** How will you (and others) know when you have reached your goal?

**Attainable:** Is attaining this goal realistic with effort and commitment? Do you have the

resources to achieve this goal? If not, how will you get them?

**Relevant:** Why is this goal important to you? Hone in on why it matters.

**Time-bound:** When will you achieve this goal?

**Action Plan**

What specific steps must you take to achieve your goal?

This action plan may just get you started. Feel free to create a more detailed step-by-step plan.

Task/to-do item Expected Date actually

Completion date completed

1.

2.

3.

4.

5.

6.

**Obstacles / Challenges**

What obstacles stand in the way of you achieving your goal?

Obstacles:

1.

2.

3.

How will you address the challenges if/when they arise?

1.

2.

3.

**Network of Support & Accountability**

When working towards achieving a goal, it is helpful to have a one or two people whom you agree to check in with on a regular basis. Keeping others informed on your progress can be a useful external motivator!

**Who can you share your goal with?**

1. Talk with one or two individuals who will genuinely want to see you succeed in achieving your goal.

2. Explain to them why achieving this goal is important to you.

3. Ask if they will support you and hold you accountable in reaching your goal.

4. Select and agree upon future dates/times you will report updates on your progress.

Contact’s Signature Frequency of updates on progress Agree upon method of

(i.e. weekly, bi weekly, monthly?) communication (i.e. face to

List future dates/times you will face, phone, email updates…)

Report your progress

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