

## Goal Setting Worksheet

When setting a goal for yourself, it is a good idea to make it a **SMART** one: Use these ideas to make your goal setting more effective, by making sure you consider the following questions when you set your goals:

- **S** = SPECIFIC: Can I identify my aim? What is it I want to achieve?
- **M** = MEASURABLE: How will I know when I have got there? How much? How many?
- **A** = ACHIEVABLE: Can I achieve this? What do I need?
- **R** = REALISTIC: Am I being realistic? What are the likely problems? Do I believe this is possible?
- **T** = TIME-BOUND: Am I willing and able to work for this? Can I do this in a reasonable timeframe?



*Now write down your goals for yourself, relationships, and work for the time periods below. Think about what steps you need to take to reach these goals, and any problems that may arise. You may like to review your goals on a weekly basis.*

	Self	Relationship	Work
Within one week			
Within one month			
Within own timeframe			

