

SMART Goal Worksheet

| S.M.A.R.T. | Questions... |
|-------------------|---|
| Specific | Does your goal clearly and specifically state what you are trying to achieve? <i>If your goal is particularly large or lofty, try breaking it down into smaller, specific SMART goals.</i> |
| 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? |
| 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 or on others? |
| Time-bound | When will you reach your goal? <i>Again, if your goal is particularly large, try breaking it down into smaller goals with appropriate incremental deadlines.</i> |

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? None 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 completion date | Date actually completed |
|-------------------|--------------------------|-------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

OBSTACLES / CHALLENGES

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

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

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 (i.e. weekly, bi-weekly, monthly?) <i>List future dates/times you will report your progress</i> | Agreed upon method of communication (i.e. face to face, phone, email updates...) |
|---------------------|---|--|
| | | |
| | | |

Date your goal is ACHIEVED _____

Congratulations on creating a SMART goal and sticking with it!
Be sure to share your achievement with your network of supporters and find a way to celebrate your success.