

SMART Goal Worksheet

Use this worksheet as a guide to writing SMART goals.

Part I: Identify your goal

Write your goal in the space below.

Part II: Is your goal SMART?

Evaluate the goal you listed above according to the SMART criteria. If you can answer "yes" to all of the following questions, your goal is SMART.

Is your goal...	Yes	No
S pecific: Can you describe the details?		
M easurable: Can you measure the goal using either quantitative or qualitative assessments?		
A chievable: Can you achieve your goal?		
R ealistic: Can you achieve your goal within the current environment, given existing constraints?		
T ime-limited: Have you set a deadline for your goal?		

If you answered "no" to any of the criteria above, you may want to consider rewriting your goal. Rewrite your new, SMART goal in the space below.