

# SMART Goal Setting Worksheet

Name \_\_\_\_\_

What is your main goal? \_\_\_\_\_  
\_\_\_\_\_

Why are the goals important? \_\_\_\_\_  
\_\_\_\_\_

What is a basic goal needed to meet your main goal? \_\_\_\_\_  
\_\_\_\_\_

Answer these SMART questions to evaluate and define your basic goal.

**S**pecific

What will you accomplish? Is the goal clearly written, with no confusion or generality? Is it clear who needs to accomplish the goal, and any support they might need?

\_\_\_\_\_

**M**easurable

Does the goal answer the questions of how many, how much, and/or how often? How will you know when you have reached this goal?

\_\_\_\_\_

**A**chievable

Is achieving this goal realistic with effort and commitment? Do you have all the resources and support needed to achieve the goal? If not how will you get them?

\_\_\_\_\_

**R**elevant

Is it compatible with your main and long term goals? Is it going to make an improvement in your personal life? Is it going to significantly make a difference in your life, career, or education?

\_\_\_\_\_

**T**ime-bound

When? What's the deadline? Does the goal state a clear and specific completion date?

\_\_\_\_\_

List potential problems or obstacles that might keep or delay you from completing your goal.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

List potential benefits that might come from completing your goal.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

What is your SMART goal?

Review your basic goal and write a new goal statement using your SMART answers. Be specific of what you want to accomplish, why, how, and when you will you will achieve your goal. Check off above to ensure it is a SMART goal.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Goal completion date: \_\_\_\_/\_\_\_\_/\_\_\_\_