

SMART Goal Worksheet

Goal: _____

S	Specific	<ul style="list-style-type: none"> • What do I want to accomplish? (Be specific!) • Who needs to be involved (i.e., individual or group goal)? • Is there a specific location relevant for my goal? 	
M	Measurable	<ul style="list-style-type: none"> • How will I know when the goal is accomplished? • How will I measure my progress? • Are there milestones that need to be met before the end goal is achieved? 	
A	Achievable/ Attainable	<ul style="list-style-type: none"> • How can the goal be accomplished? • Do I have the necessary skills and resources to accomplish this goal? • What are the logical steps I should take? 	
R	Relevant	<ul style="list-style-type: none"> • Is this a worthwhile goal? • Is this goal in line with my long-term objectives? • Why is this result important? • Why do I want to accomplish this? 	
T	Timely	<ul style="list-style-type: none"> • How long will it realistically take to accomplish this goal? • When is the goal due date? • When am I going to work on this goal? 	