



SMART GOAL WORKSHEET

Name: _____

Today's Date: _____

Target Date: _____

Start Date: _____

Date Achieved: _____

Goal: _____

Verify that your goal is SMART

Specific: What exactly will you accomplish?

Measurable: How will you know when you have reached this goal?

Achievable: Is achieving this goal realistic with effort and commitment? Have you got the resources to achieve this goal?
If not, how will you get them?

Relevant: Why is this goal significant to your life?

Timely: When will you achieve this goal?

This goal is important because:

The benefits of achieving this goal will be:

Take Action!

Potential Obstacles	Potential Solutions

Who are the people you will ask to help you?

Specific Action Steps: What steps need to be taken to get you to your goal?

What?	Expected Completion	Date Completed