

# SMART GOAL SETTING WORKSHEET

Goal #1

**GOAL STATEMENT:**

\_\_\_\_\_

\_\_\_\_\_

What does success look like?

Is my goal SMART?  Specific  Measurable  Achievable  Realistic  Timely

To reach this goal I will take the following actions: (Completed)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

To reach this goal I need the following resources: (Found)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Goal #2

**GOAL STATEMENT:**

\_\_\_\_\_

\_\_\_\_\_

What does success look like?

Is my goal SMART?  Specific  Measurable  Achievable  Realistic  Timely

To reach this goal I will take the following actions: (Completed)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

To reach this goal I need the following resources: (Found)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Goal #3

**GOAL STATEMENT:**

\_\_\_\_\_

\_\_\_\_\_

What does success look like?

Is my goal SMART?  Specific  Measurable  Achievable  Realistic  Timely

To reach this goal I will take the following actions: (Completed)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

To reach this goal I need the following resources: (Found)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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**Specific:** Set goals that have a clear end target.

**Measurable:** Use numbers or targets to help you be specific about what you want to accomplish.

**Achievable:** Set goals where you control the outcome.

**Realistic:** Set goals that you have the skills, time, and ability to meet.

**Timely:** Set a time for when you expect to reach the goals. Setting deadlines will push you to meet them.