

SMART GOALS with

Use the following worksheet to create a successful SMART goal.

Step One: In a few words, what goal are you trying to accomplish?

Step Two: Lets get started, be **SPECIFIC** and answer the following ...

What are you trying to achieve? _____

When? Be reasonable _____

How are you going to achieve this goal? _____

Step Three: How are you going to **MEASURE** your goal?

What unit of measure will you be using? _____

How will you be tracking your progress? _____

How will you know when you have completed your goal? _____

Step Four: How will you make your goal **ATTAINABLE?**

What tools will you need? _____

Who is your support system? _____

What is the plan if you fall off track? _____

Step Five: Is this goal **REALISTIC?**

Be cautious not to bite off more than you can chew.

What priorities will you need to reassess in order to achieve this goal? _____

What will have to be done differently in order to ensure you reach this goal? _____

Step Six: Make your goal **TIMELY!**

By creating a feasible deadline and checkpoints along the way.

Start Date: _____ End Date: _____

My Checkpoint will be on _____ and I will have successfully completed my goal _____

Step Seven: Now its time to put it all together, re-write your complete goal below.

