

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.