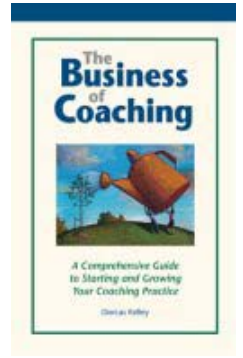


# SMART Goals Worksheet



**1. Write down your goal in one to two sentences**

My goal is:

**2. Make your goal detailed and SPECIFIC. Answer who/what/where/how/when.**

Who / what / where / when:

HOW will you reach this goal? List at least 3 action steps you'll take (be specific):

1.

2.

3.

**3. Make your goal MEASUREABLE. How will you know when you've reached it?**

I will track progress toward my goal, and measure it using the following methods

I will know I've reached my goal when

**4. Make your goal ATTAINABLE. What additional resources do you need to reach it?**

Items I need to achieve this goal:

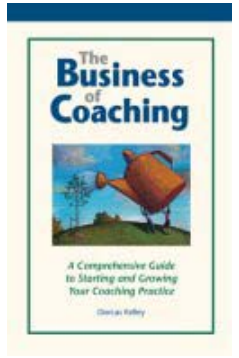
Skills I need:

Mindset / attitude I need:

Things I need to learn more about:

People I can talk to for support and ideas:

# SMART Goals Worksheet



5. Make your goal RELEVANT. List *why* you want to reach this goal:

6. Make your goal TIMELY. Put a deadline on your goal and set some benchmarks.

I will reach my goal by (date): \_\_\_\_/\_\_\_\_/\_\_\_\_

Milestones (part way goals) toward my final goal include:

Milestone #1:

on (date) \_\_\_\_/\_\_\_\_/\_\_\_\_

Milestone #2:

on (date) \_\_\_\_/\_\_\_\_/\_\_\_\_

Milestone #3:

on (date) \_\_\_\_/\_\_\_\_/\_\_\_\_

Additional milestones and dates that I'll plan for include: