

SMART Goal Worksheet

Today's Date: _____
Start Date: _____

Target Date: _____
Date Achieved: _____

Goal:

Verify that your goal is SMART (S.M.A.R.T. is an acronym for goals that are Specific, Measurable, Achievable, Relevant, and Trackable)

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?	Relevant: Why is this goal significant to your life?	Timely: When will you achieve this goal?
		Yes/ No Have you got the resources to achieve this goal? Yes/No If not, what do you need?		



The benefits of achieving this goal are:

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ACTION PLAN

What specific steps must you take to achieve your goal?

This action plan may just get you started. Feel free to create a more detailed step-by-step plan.

Task / to-do item	Expected completion date	Resources needed

OBSTACLES / CHALLENGES

What obstacles stand in the way of you achieving your goal?

Obstacle	How will you address the challenges if/when they arise?

When working towards achieving a goal, it is helpful to have a one or two people whom you agree to check in with on a regular basis. Keeping others informed on your progress can be a useful external motivator! **Who can you share your goal with?** _____

- 1) Talk with one or two individuals who will genuinely want to see you succeed in achieving your goal.
- 2) Explain to them why achieving this goal is important to you.
- 3) Ask if they will support you and hold you accountable in reaching your goal.
- 4) Select and agree upon future dates/times you will report updates on your progress.