

SMART Goal-Setting Worksheet

List the goal(s) you desire to achieve.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Use **SMART** to focus your goals and create clarity, challenge, commitment, feedback, & task complexity.

Specific. Write down the specifics of each individual goal. Ask yourself, “Who, What, Where, When, Why, & How?” Then, answer each, below.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Measurable. How will you measure your goals? Be clear, precise, and specific.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Attainable. Are these goals attainable? Or not? If not, how can you change them to be attainable?

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Relevant. Ask yourself, “Are these goals in line with what I hope for my future? Will they get me where I want to be? If so, how? If not, why not and what can I do to improve them?”

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Time-Bound. What is my deadline for each goal? Make sure your deadline is realistic & achievable.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____