SMART Goals Worksheet

SMART = Specific, Measurable, Action-Oriented, Realistic, Time-Bound

Today’s Date: ____________________________

1. What is your goal? (What’s the bottom line?)
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

2. Is your goal specific? What exactly will you accomplish?
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

3. Is your goal measurable? How will you (and others) know when you have reached your goal?
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

4. Is your goal action-oriented? What specific steps must you take to achieve your goal?

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<tr>
<th>Task / To-Do Item</th>
<th>Expected Completion Date</th>
<th>Date Actually Completed</th>
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Updated 11/13/2013
5. Is your goal **realistic**? What obstacles stand in the way of you achieving your goal?

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<tr>
<th>Obstacle</th>
<th>How will you address the challenges if/when they arise?</th>
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6. Is your goal **time-bound**? When will you achieve this goal?

____________________________________________________________

____________________________________________________________

7. When working towards achieving a goal, it is helpful to have 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?**

   a. Talk with one or two individuals who will genuinely want to see you succeed in achieving your goal.

   b. Explain to them *why* achieving this goal is important to you.

   c. Ask if they will support you and hold you accountable in reaching your goal.

   d. Select and agree upon future dates/times you will report updates on your progress.

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<tr>
<th>Contact</th>
<th>Frequency/Dates of updates on progress</th>
<th>Agreed upon method of communication (i.e. face to face, phone, email, etc.)</th>
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8. How will you celebrate your successes? Who will you celebrate with?

____________________________________________________________

____________________________________________________________

____________________________________________________________

**Date your goal is ACHIEVED:** ___________________

*Updated 11/13/2013*
If you did not achieve your goal, assess what happened by asking questions:

- Was my goal vaguely worded?
- Was the result measurable?
- Did I run out of time?
- Was my goal unrealistic?
- Did I fail to identify an important step?
- Did I focus too much attention on less important goals?
- Did my motivation wane?

After you understand why you did not reach your goal, use your assessment to set a new goal!