# SMART Goal Worksheet

<table>
<thead>
<tr>
<th>S.M.A.R.T.</th>
<th>Questions...</th>
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</table>
| **Specific** | Does your goal clearly and specifically state what you are trying to achieve? 
*If your goal is particularly large or lofty, try breaking it down into smaller, specific SMART goals.* |
| **Measurable** | How will you (and others) know if progress is being made on achieving your goal? 
Can you quantify or put numbers to your outcome? |
| **Attainable** | Is achieving your goal dependent on anyone else? 
Is it possible to reframe your goal so it only depends on you and not others? 
What factors may prevent you from accomplishing your goal? |
| **Relevant** | Why is achieving this goal important to you? 
What values in your life does this goal reflect? 
What effect will achieving your goal have on your life or on others? |
| **Time-bound** | When will you reach your goal? 
*Again, if your goal is particularly large, try breaking it down into smaller goals with appropriate incremental deadlines.* |

**Today’s Date:** ______________

**Date by which you plan to achieve your goal:** ______________

**What is your goal in one sentence? (What’s the bottom line?)**

__________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

The benefits of achieving this goal will be...

__________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

**Verify that your goal is S.M.A.R.T.**

**Specific:** What exactly will you accomplish?

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

**Measurable:** How will you (and others) know when you have reached your goal?

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________
**Attainable:** Is attaining this goal realistic with effort and commitment? Do you have the resources to achieve this goal? If not, how will you get them?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**Relevant:** Why is this goal important to you? Hone in on why it matters.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**Time-bound:** When will you achieve this goal?

________________________________________________________________________

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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.*

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<thead>
<tr>
<th>Task / to-do item</th>
<th>Expected completion date</th>
<th>Date actually completed</th>
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**OBSTACLES / CHALLENGES**

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

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<th>Obstacle</th>
<th>How will you address the challenges if/when they arise?</th>
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Network of Support & Accountability

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 can 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.

<table>
<thead>
<tr>
<th>Contact’s signature</th>
<th>Frequency of updates on progress (i.e. weekly, bi-weekly, monthly?) List future dates/times you will report your progress</th>
<th>Agreed upon method of communication (i.e. face to face, phone, email updates…)</th>
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**Date your goal is ACHIEVED ________________**

*Congratulations on creating a SMART goal and sticking with it!*

Be sure to share your achievement with your network of supporters and find a way to celebrate your success.