

S.M.A.R.T. Goals Worksheet

S.M.A.R.T. Goals are designed to help you determine if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. goals, use concise language but include relevant information. These are designed to help you succeed, so be positive when answering these questions.



INITIAL GOAL	What is the goal you have in mind?

S	What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?
Specific	

M	How can you measure progress and know that you’ve successfully met your goal?
Measurable	

A	Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for the goal? Is the amount of effort required on par with what this goal will achieve?
Achievable	

R	Why am I setting this goal now? Is it aligned with overall objectives?
Relevant	

T	What’s the deadline and is it realistic?
Time-Bound	

SMART GOAL	Review what is written, and craft a new goal statement based on what the answers to the questions above have revealed.