

SMART Goal Worksheet

Table: Criteria and Questions

S.M.A.R.T.	Questions...
Specific	Does your goal clearly and specifically state what you are trying to achieve? <i>If your goal is particularly large or lofty, try breaking it down into smaller, specific SMART goals.</i>
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? <i>Again, if your goal is particularly large, try breaking it down into smaller goals with appropriate incremental deadlines.</i>

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?*

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	Date actually completed

OBSTACLES / CHALLENGES

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

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

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 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.

Contact's signature	Frequency of updates on progress (i.e. weekly, bi-weekly, monthly?) <i>List future dates/times you will report your progress</i>	Agreed upon method of communication (i.e. face to face, phone, email updates...)

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.