

SMART Goals Worksheet

WORKSHEET INSTRUCTIONS: Fill out the description in each section. When finished, fill out the "summary goal statement," which should represent all sections.

Specific: What exactly do I want?
What needs to be done? What's the end result I'm looking for?

Measurable: How will I measure my progress, and when? How will I know if I've achieved this goal?

Attainable: Is this an achievable goal? Do I have the time? What obstacles can I expect to encounter?

Relevant: Will completing this goal make me happy? Why does my goal matter?

Timely: When can I realistically expect to finish this work? Is this an end date or a date range?

Summary Goal Statement:

SMART Goals Checklist

Sample Questions

Specific

☐ What exactly do I want?

☐ What needs to be done?

☐ When am I going to do this?

☐ What's the end result I'm looking for?

Measurable

☐ How will I know if I've achieved this goal?

☐ What metrics will I use to evaluate my results?

☐ How will I measure my progress, and when?

☐ If I mentioned this goal to a friend, would they be willing to help with accountability?

Attainable

☐ Is this really an achievable goal?

☐ Do I have the resources to commit to this goal?

☐ Is this within my control?

☐ Would my friends say I could complete this goal?

Relevant

☐ Does this goal align with my values?

☐ Will completing this goal make me happy?

☐ Will this goal help me in other areas of my life?

☐ Why does my goal matter?

SMART Goals Checklist

Sample Questions

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- ☐ When can I realistically expect to finish this work?
- ☐ Is this an end date or a date range?
- ☐ When will I start?
- ☐ Will I take any breaks in between?

Summary Goal

Bonus: Evaluate

- ☐ Am I on track to reaching this goal?
- ☐ What's working well so far?
- ☐ What's not working well?
- ☐ Are there any opportunities here?

Bonus: Readjust

- ☐ What can I start doing to help achieve this goal?
- ☐ What can I stop doing?
- ☐ Should I change my approach?
- ☐ How else can I increase my chances of success?