

SMART Goals Worksheet

1. Defining Your Goal

Write a clear and concise statement of what you want to achieve.

2. Making It SMART

S - Specific	What exactly do you want to accomplish?	
	What are the requirements and constraints?	
M - Measurable	How will you measure progress?	
	What are the milestones?	
	How will you know when the goal is accomplished?	
A - Achievable	How can the goal be accomplished?	
	Are there any resources or skills you need to acquire?	

R - Relevant	Why is this goal important to you or your career/life?	
T - Time-Bound	What is your deadline?	
	Set smaller deadlines for each step or milestone.	

3. Potential Obstacles:

What might hinder your progress, and how can you overcome these obstacles?

4. Accountability and Support

Who will you share your goal and progress with for support and accountability?

How often will you review your progress? Schedule dates for self-review or meetings with your accountability partner.
