

SMART GOALS WORKSHEET

INITIAL GOAL	Write the goal you have in mind
S SPECIFIC	What do you want to accomplish? When do you want to do this? Why is this a goal?
M MEASURABLE	How do you measure your success in achieving this goal?
A ACHIEVABLE	What skills or resources are needed to achieve this goal?
R RELEVANT	What is the importance of achieving this goal?
T TIME-BOUND	What's the deadline and is it realistic?
SMART GOAL	Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed