SMART Goal Setting Worksheet

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| **Initial Goal** |  | |
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| **S**  **Specific** | Your goal should be well defined, detailed and clear. Try to relate to the five “W” questions:   1. Who needs to be involved? 2. What do I need to do? 3. Where will I reach this goal? 4. When will I reach the goal by? 5. Why do I want to achieve this goal? |  |
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| **M**  **Measurable** | Is your goal measurable? You should be able to tell when you reach your goal. |  |
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| **A**  **Achievable** | Can you reach the goal taking into account your available time, skills, and financial status? |  |
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| **R**  **Realistic** | Is your goal realistically achievable within the given time frame and with the available resources? |  |
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| **T**  **Timely** | Set a start and finish date for your goal. |  |
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| **SMART Goal** | Revise your goal based on the answers to the questions above. | |

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