

SMART Goal-Setting Worksheet (Adapted from SparklePeople.com)

STEP 1: Write down your goal in as few words as possible:

My goal is to:

STEP 2: Make your goal detailed and SPECIFIC: Answer who/what/where/how/when

How will you reach this goal? List at least 3 action steps you'll take (be specific):

1. _____
2. _____
3. _____

STEP 3: Make your goal MEASUREABLE: Add details, measurements and tracking details.

I will measure/track my goal by using the following numbers of methods:

I will know I've reached my goal when:

STEP 4: Make your goal ATTAINABLE: What additional resources do you need for success?

Items I need to achieve this goal: _____

How I'll find the time: _____

Things I need to learn more about: _____

People I can talk to for support: _____

STEP 5: Make your goal RELEVANT: List why you want to reach this goal.

STEP 6: Make your goal TIMELY: Put a deadline on your goal and set some benchmarks.

I will reach my goal by (date): ____/____/____

My halfway measurement will be _____ on (date) ____/____/____

Additional dates and milestones I'll aim for: _____