

SMART GOALS WORKSHEET



Setting goals is an incredibly useful practice to help prioritize what's important to us. But, not all goals are the same. Optimize your goal-setting by making sure they are SMART: Specific, Measurable, Attainable, Relevant, and Time-bound.

SMART GOALS ARE:



SPECIFIC

Be clear, detailed, and precise about what you are trying to accomplish. Try to answer the who, what, when, why, and how of the goal you are aiming for.



MEASURABLE

Quantify your goal so you can measure your progress in achieving it.



ATTAINABLE

Be willing to stretch to achieve your goal but also realistic about what you want to accomplish.



RELEVANT

Choose a goal that is important to you and consistent with other goals you are working toward.



TIME-BOUND

Set target deadlines for completing your goal so you maintain your focus.

YOUR GOAL:

SPECIFIC:

MEASURABLE:

ATTAINABLE:

RELEVANT:

TIME-BOUND: