

SMART GOALS WORKSHEET

GOAL: _____

<u>S</u>pecific	<ul style="list-style-type: none">• What do I want to accomplish?• Why do I want to accomplish this?• What are the requirements?• What are the restraints?	
<u>M</u>easurable	<ul style="list-style-type: none">• How will I measure my progress?• How will I know when the goal is accomplished?	
<u>A</u>ttainable	<ul style="list-style-type: none">• How can the goal be accomplished?• What are the logical steps I should take?	
<u>R</u>elevant	<ul style="list-style-type: none">• Is this an appropriate time to reach for this goal?• Do I have the resources to accomplish it?• Is this goal in line with my short and long-term objectives?	
<u>T</u>imely	<ul style="list-style-type: none">• How long will it take to accomplish this goal?• When am I going to work on this goal?	