

Today's Date: _____ Target Date: _____ Start Date: _____

Date Achieved: _____

Goal: _____

Verify that your goal is SMART

Specific: *What exactly will you accomplish?*

Measurable: *How will you know when you have reached this goal?*

Attainable/Action-Oriented: *Is achieving this goal realistic with effort and commitment? Do you have the resources to achieve this goal? If not, how will you get them? What are the exact steps you should take to accomplish this goal?*

Relevant/Realistic: *Why is this goal significant to your life?*

Timely: *When will you achieve this goal?*

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