Smart Goal Worksheet

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?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Action-Oriented: Describe your goals using action verbs and outline the exact steps you will take to accomplish your goal.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Realistic: Can you do this in the time given? Give yourself the opportunity to succeed by setting goals you’ll be able to accomplish.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Timely: When will you achieve this goal?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Adapted from: