

SMART Goals Worksheet

Today's Date: _____

Date by which you plan to achieve the goal: _____

What is your goal in one sentence?

Why is this goal important to you?

Specific: What exactly will you accomplish?

Measurable: How will you know when you have reached your goal? Can you quantify it?

Attainable: Is attaining this goal realistic with effort and commitment? Do you have the resources to achieve this goal? If not, how will you obtain the resources?

Relevant: How does this goal align with your values? How does it relate to your mission?

Timely: When will you achieve the goal? _____

Money: How much will it cost to reach this goal? \$_____

Resources needed to reach my goal:

People	
Knowledge	

ACTION PLAN

What specific steps must you take to achieve your goal?

This action plan may just get you started. Feel free to create a more detailed step-by-step plan.

Task / to-do item	Expected completion date	Date actually completed

OBSTACLES/CHALLENGES

What obstacles stand in the way of you achieving your goal?

Obstacle	How will you address obstacle when/if they arise?

Network of Support & Accountability

When working towards achieving a goal, it is helpful to have a one or two people whom you agree to check in with on a regular basis. Keeping others informed on your progress can be a useful external motivator! Who can you share your goal with?

- 1) Talk with one or two individuals who will genuinely want to see you succeed in achieving your goal.
- 2) Explain to them why achieving this goal is important to you.
- 3) Ask if they will support you and hold you accountable in reaching your goal.
- 4) Select and agree upon future dates/times you will report updates on your progress.

Contact's signature	Frequency of updates on progress (i.e. weekly, bi-weekly, monthly?) List future dates/times you will report your progress)	Agreed upon method of communication (i.e. face to face, phone, email updates...)

It is important to celebrate small accomplishments on your journey. Rewards can be simple.

Milestone	Reward