

SMART GOALS WORKSHEET

GOAL <i>Be specific and concise. Include the measure and time frame.</i>	MY GOAL IS...	✓
	Specific	<input type="checkbox"/>
	Measurable	<input type="checkbox"/>
	Attainable	<input type="checkbox"/>
PURPOSE <i>Why is the goal relevant? What are the benefits?</i>	Relevant	<input type="checkbox"/>
	Time-bound	<input type="checkbox"/>
	CHALLENGES <i>What are the challenges to overcome? What resources and skills are needed?</i>	COMPLETION DATE

KEY STEPS <i>How will you achieve your goal? What are the milestones and key steps?</i>			
Description	Start Date	Complete Date	✓
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

MEASURE <i>Keep a log of your progress.</i>							
Date	Measure	Date	Measure	Date	Measure	Date	Measure