

SMART Goal-Setting Worksheet



STEP 1: Write down your goal in as few words as possible.

My goal is to _____.

STEP 2: Make your goal detailed and SPECIFIC. (Who? What? Where? How?)
HOW will you reach this goal? List at least 3 action steps you'll take or resources you'll use:

1. _____
2. _____
3. _____

STEP 3: Make your goal MEASUREABLE. *Add measurements and tracking details.*

I will measure/track my goal by using the following numbers, methods, or benchmarks:

I will know I've reached my goal when _____

STEP 4: Make your goal ACHIEVABLE. *What additional resources will you need for success?*

Items I need to achieve this goal:

- How I'll find the time: _____
- Things I need to learn more about: _____
- People I can talk to for support: _____

STEP 5: Make your goal RELEVANT. *List why you want to reach this goal – how does it relate to your personal values or long-term plan?*

STEP 6: Make your goal TIMELY. *Put a deadline on your goal and set some benchmarks.*

I will reach my goal by (date): ___/___/___.

My halfway measurement will be _____ on (date) ___/___/___.

Additional dates and milestones I'll aim for:

**THERE WILL BE OBSTACLES.
THERE WILL BE DOUBTERS.
THERE WILL BE MISTAKES.
BUT WITH HARD WORK...
THERE ARE NO LIMITS.**

MICHAEL PHELPS

Figure 1 There will be obstacles. There will be doubters. There will be mistakes. But with hard work... there are no limits.