SMART GOALS WORKSHEET

GOAL *Be specific and concise. Include the measure and time frame.*	MY GOAL IS...	✓
	Specific	S
	Measurable	M
PURPOSE *Why is the goal relevant? What are the benefits?*	Attainable	A
	Relevant	R
	Time-bound	T
CHALLENGES *What are the challenges to overcome? What resources and skills are needed?*	**COMPLETION DATE**	
	/ /	

KEY STEPS

How will you achieve your goal? What are the milestones and key steps?

Description	Start Date	Complete Date	✓

MEASURE

Keep a log of your progess.

Date	Measure	Date	Measure	Date	Measure	Date	Measure