



# Setting a SMART Goal

1. In as few words as possible, describe your goal: \_\_\_\_\_

\_\_\_\_\_

2. Be SPECIFIC: with Whom/with What/Where/When/Why/How will you accomplish this goal? What action steps will you take?

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

3. How will you MEASURE your progress?

A. I will measure \_\_\_\_\_

B. I will have reached my goal when: \_\_\_\_\_

\_\_\_\_\_

4. Is your goal ATTAINABLE? What resources do you need for success?

A. Things I need: \_\_\_\_\_

B. Where I will find the time: \_\_\_\_\_

C. What I need to learn: \_\_\_\_\_

D. Where will I find support: \_\_\_\_\_

5. Is your goal RELEVANT? WHY do you want to achieve this goal? \_\_\_\_\_

\_\_\_\_\_

6. Set a TIME frame. What are your benchmarks?

A. By \_\_\_/\_\_\_/\_\_\_ I will : \_\_\_\_\_

B. By \_\_\_/\_\_\_/\_\_\_ I will : \_\_\_\_\_