

Print out the pages below for each of your SMART goals. These sheets will help ensure your goals are specific, measurable, achievable, relevant, and timely.

SMART GOAL WORKSHEET :

Goal Title: _____

Specific: What exactly do you want to accomplish? Be clear and detailed.

- What is the goal you want to achieve?
- Who is involved?
- What resources or constraints are there?
- Where will this goal take place?
- Why is this goal important to you?

Measurable: How will you know when the goal is achieved?

- What metrics or criteria will you use to track progress?
- How will you measure your success?
- What milestones will you use to track your progress?

Achievable: Is the goal realistic and attainable considering your resources and abilities?

- What steps or actions are necessary to achieve this goal?
- Do you have the skills, knowledge, and resources required?
- Is the goal within your reach, or does it require additional support or learning?

Relevant: Is this goal meaningful and aligned with your values, aspirations, or broader objectives?

- How does this goal align with your personal or professional objectives?
- Why is this goal important to you and your growth?
- How will achieving this goal contribute to your larger vision?

Time-Bound: When will you achieve this goal? Set a specific timeframe.

- What is the deadline for accomplishing this goal?
- Are there any smaller deadlines or milestones along the way?
- How will you manage your time to ensure progress?

SMART GOAL CHECKLIST:

Goal Title: _____

Specific

- ☐ Is the goal well-defined and clear?
- ☐ Does it answer the questions who, what, when, where, and why?
- ☐ Can someone else understand exactly what you want to achieve?

Measurable:

- ☐ Have you established criteria for measuring progress?
- ☐ Is there a way to quantify or track your success?
- ☐ Are there specific metrics or milestones to indicate progress?

Achievable:

- ☐ Is the goal realistic and within your capabilities?
- ☐ Have you broken down larger goals into smaller, more manageable steps?
- ☐ Do you have the necessary resources—or access to them—to achieve this goal?

Relevant:

- ☐ Does the goal align with your priorities and values?
- ☐ Is this goal important for your personal or professional growth?
- ☐ Will achieving this goal contribute meaningfully to your larger vision?

Time-Bound:

- ☐ Have you set a specific deadline or timeframe for achieving the goal?
- ☐ Are there smaller deadlines or milestones along the way?
- ☐ Is the timeframe realistic and conducive to making progress?