

GOALS WORKSHEET USING S.M.A.R.T.



Goals are most successful when they're something we really want to achieve and when we set them for ourselves - rather than being something someone else wants us to do.

INITIAL GOAL	What goal do you have in mind?
S SPECIFIC	Why do I want to achieve this goal? Who do I need to help you with this goal? What is it exactly that I want to accomplish?
M MEASURABLE	How will I know when I have reached my goal? How will I measure success? What does success look / feel like?
A ACHIEVABLE	Do I have the skills required to achieve the goal? If not, can I obtain them? Is this goal within my capabilities?
R REALISTIC	Why am I setting this goal now? Is it aligned with my long-term plans?
T TIME-BOUND	What's the deadline and is it realistic?
SMART GOAL	Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed