

# SMART Goals

## **SPECIFIC**

Be very clear in what you want to achieve. Consider breaking the goal down into smaller steps.

## **MEASURABLE**

How will you know when you have achieved your goal? What will you be doing at that time? What will others notice you doing? What will be different? What will you have started or be doing regularly? What will you have stopped or be doing less of?

## **ACHIEVABLE**

Ensure your goals are not too high. Don't set yourself up to fail! Consider setting smaller goals on your way to the big one. Celebrate your successes. If you don't achieve what you set out to, then ask what you could do differently, what would make it more likely to succeed next time?

## **REALISTIC & RESOURCED**

Is this achievable with the resources I have? Are there any other resources you need before you can, or to help you, achieve your goal? How can you access these resources? What problems might you have? What can you do to minimise those problems?

## **TIME LIMITED**

Set a reasonable time limit to achieve your goal. 1 week, 1 month, 6 months, 1 year, 5 years? Consider different (smaller) time limits for smaller steps.

## SMART Goal Worksheet

Today's Date: \_\_\_\_\_ Target Date: \_\_\_\_\_ Start Date: \_\_\_\_\_

Date Achieved: \_\_\_\_\_

Goal: \_\_\_\_\_

### **Verify that your goal is SMART**

**Specific:** *What exactly will you accomplish?*

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**Measurable:** *How will you know when you have reached this goal?*

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**Achievable:** *Is achieving this goal realistic with effort and commitment? Have you got the resources to achieve this goal? If not, how will you get them?*

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**Relevant:** *Why is this goal significant to your life?*

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**Timely:** *When will you achieve this goal?*

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**This goal is important because:**

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**The benefits of achieving this goal will be:**

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**Take Action!**

**Potential Obstacles**

**Potential Strategies**

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**Who are the people you will ask to help you?**

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**Specific Action Steps:** *What steps need to be taken to get you to your goal?*

**What?**

**Expected Completion Date**

**Completed**

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