

SMART Goal Worksheet

One of the best ways to help you reach your goals is to have a clear roadmap and plan. This worksheet will help you to identify, clarify, and refine your goals into a clear and achievable plan. Consider the following questions when developing SMART goals and an action plan.

1. What is my goal?

2. Why is this important?

3. How will this goal impact my life?

4. What steps are involved in reaching my goal?

5. What potential problems might I experience along my journey?

6. Who or what can help me reach my goal?

7. How will I measure my progress?

8. When would I like to accomplish or complete my goal?

Putting It Together

Using your answers from questions 1-3, clearly state your goal and its impact.

My Goal:	I want to
Smaller / Sub-goal:	I want to

Actions Steps and Milestones

Using questions 4-6, identify the steps or tasks involved to complete my goal.

I will	Frequency/timeframe
I will	Frequency/timeframe
I will	Frequency/timeframe

Accountability

Using questions 6-8, consider how you will measure and track your progress?

I will track my progress	Frequency
When I experience	I can call/use
When I experience	I can call/use

Success

Describe how you know you have accomplished your goal and how you will celebrate your accomplishment.

I have accomplished my goal

I will celebrate by