

S.M.A.R.T. GOALS



SPECIFIC

Does your goal clearly and specifically state what you are trying to achieve?
If your goal is particularly large or lofty, try breaking it down into smaller, specific goals.



MEASURABLE

How will you (and others) know if progress is being made on achieving your goal?
Can you quantify or put numbers to your outcome?



ATTAINABLE

Is achieving your goal dependent on anyone else?
Is it possible to reframe your goal so it only depends on you and not others?
What factors may prevent you from accomplishing your goal?



RELEVANT

Why is achieving this goal important to you? What values in your life does this goal reflect?
What effect will achieving your goal have on your life or on others?



TIME-BOUND

When will you reach your goal?
Again, if your goal is particularly large, try breaking it down into smaller goals with appropriate incremental deadlines.

My 3 goals for this quarter are...

- _____
- _____
- _____

These goals are important to me
because:

The consequences of not achieving my
goals are:

What obstacles might get in the way?
What will I do to overcome these?

Who and what are my resources to
help me to achieve my goals and how?

How will I know I have achieved this
goal? What will it look & feel like?

S.M.A.R.T. GOALS ACTION PLAN

GOAL	TASK / TO DO ITEM	TASK / TO DO ITEM	TASK / TO DO ITEM	PROGRESS?	EXPECTED COMPLETION DATE