

S.M.A.R.T. goals



Name: _____

Date: _____

<p>SPECIFIC</p>	<p>The goal should be well defined, clear, and unambiguous. What do I want to accomplish? Why is this goal important? Who will be involved in accomplishing the goal? Where do I need to be to accomplish the goal?</p>	<p>My goal is... _____ _____</p>
<p>MEASURABLE</p>	<p>There needs to be a way to track progress and measure success. How much do I want to accomplish? How many things will I do or make? How will I know when I have accomplished my goal?</p>	<p>I will keep track of my progress by... _____</p>
<p>ACHIEVABLE</p>	<p>The goal needs to be realistic and something you can achieve with the skills, resources, time, and energy available to you. Do I have all of the equipment, skills, or knowledge needed to achieve this goal? What barriers might I face? How would I be able to overcome those?</p>	<p>I know I can achieve my goal because... _____</p>
<p>RELEVANT</p>	<p>The outcome of the goal has to matter to you. Is the outcome of the goal worth the time and energy I need to invest in the goal? Does it move me towards the person I want to become and/or the life I want to live? Is now the right time to work on this goal?</p>	<p>This goal matters to me because... _____</p>
<p>TIMELY</p>	<p>There needs to be a deadline for when you will reach the goal. What is a realistic timeframe for accomplishing this goal? When would I want to accomplish this by? What can I do today? What can I do by the end of this week? By the end of the month?</p>	<p>I will achieve this goal by... _____ _____</p>

BREAK IT DOWN



It's helpful to break long term goals down into smaller, short term goals that seem more manageable. What are steps that you can take to accomplish this goal?

