

S.M.A.R.T. GOAL Setting

The basics of setting and completing your goal

Name: _____

Goal Start Date: _____ Goal Completion Date: _____

SMART Goal Checklist

Specific – Is the goal clearly written? No ambiguity in it?

Measurable – How many? How much? How often?

Achievable – What support is needed? Do I have the needed resources? Realistic expectation set?

Relevant – Is the goal for career? Personal? Relationship? Business?

Time-bound – Do I have a specific end date for my goal and steps?

My goal is: _____

The goal is important because:

Potential barriers to my goals are: _____

Steps to completing my goal:

1. _____ When _____ Met? _____

2. _____ When _____ Met? _____

3. _____ When _____ Met? _____

4. _____ When _____ Met? _____

5. _____ When _____ Met? _____

I will know I have reached my goal because (or when): _____
