# S.M.A.R.T. Goals Worksheet

Use this worksheet to craft your goals to make sure they are **s**pecific, **m**easurable, **a**chievable, **r**elevant and include a **t**ime-frame to complete your goals. Start by writing one of your goals at the top and then answer each question under each step to make sure you’ve included each S.M.A.R.T. component in your goal. Rewrite your goal at the bottom based on how you answered the questions.

## Goal:

1. **Specific**. What will the goal accomplish? How and why will it be accomplished?

Click or tap here to enter text.

2. **Measurable**. How will you measure whether or not the goal has been reached (list at least two indicators)?

Click or tap here to enter text.

3. **Achievable**. Is it possible? Have others done it successfully? Do you have the necessary knowledge, skills, abilities, and resources to accomplish the goal? Will meeting the goal challenge you without defeating you?

Click or tap here to enter text.

4. **Relevant**. What is the reason, purpose, or benefit of accomplishing the goal? How is this goal relevant to your interests and broader sense of life purpose?

Click or tap here to enter text.

5. **Time-bound**. What is the established completion date and does that completion date create a practical sense of urgency?

Click or tap here to enter text.

\*\*\* Based on what you wrote, what is your revised goal? **[DON’T FORGET TO SAVE THIS TO YOUR DESKTOP]**

Click or tap here to enter text.