SMART Goal Setting Worksheet

Name:

## 1. What is the goal?

## 2. Why is this goal important?

## 3. SMART goal checklist

**Specific:** Is the goal clearly written with no ambivalence? Is it clear who needs to accomplish the , and any support they might expect?

**Measurable:** Does the goal answer the questions of how many, how much and/or how often?

**Achievable:** Can you get the support needed to achieve the goal by the target date? Do you have all the resources needed to achieve the goal? Are the results expected realistic?

**Relevant:** Does the goal make a difference in your career? Is it going to make an improvement in your personal life? Is it going to significantly make a difference to your business?

**Time-bound:** Does the goal state a clear and specific completion date?

## 4. List potential problems that might keep you from completing your goal:

## 5. Goal completion date:

Action Item: Who: When:

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