

# SMART Goal Setting Worksheet

Initial Goal		
S Specific	Your goal should be well defined, detailed and clear. Try to relate to the five “W” questions: 1. Who needs to be involved? 2. What do I need to do? 3. Where will I reach this goal? 4. When will I reach the goal by? 5. Why do I want to achieve this goal?	
M Measurable	Is your goal measurable? You should be able to tell when you reach your goal.	
A Achievable	Can you reach the goal taking into account your available time, skills, and financial status?	
R Realistic	Is your goal realistically achievable within the given time frame and with the available resources?	
T Timely	Set a start and finish date for your goal.	
SMART Goal	Revise your goal based on the answers to the questions above.	