



# SMART Goals Worksheet

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**Name:**

**Date:**

**Goal Title:**

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## Step 1: Define Your SMART Goal

### **S - Specific:**

What exactly do you want to accomplish? Why is this goal important?

### **M - Measurable:**

How will you measure your progress and determine if you've achieved the goal?

### **A - Achievable:**

Is the goal realistic? What resources or skills do you need to achieve it?

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**R - Relevant:**

How does this goal align with your broader objectives or values?

**T - Time-Bound:**

What is the deadline for achieving this goal?

**Step 2: Break It Down Into Action Steps**

List the specific steps or milestones you need to complete to achieve your goal.

Action Step	Deadline	Resources Needed	Status
[Step 1 Description]	[Date]	[Resource/Support]	[Not Started/In Progress/Completed]
[Step 2 Description]	[Date]	[Resource/Support]	[Not Started/In Progress/Completed]
[Step 3 Description]	[Date]	[Resource/Support]	[Not Started/In Progress/Completed]

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**Step 3: Monitor Progress**

Describe how you will track and review your progress regularly.