

SMART Goal Worksheet

Using the SMART goal acronym can give your goals definition and specificity. What is a smart goal?

Specific

WHAT? Clearly state what you are going to do. Your goal should answer the questions how, what, when and where. Use action words (I will..., I want to improve...) and make it SPECIFIC.

Measurable

HOW? Your goal should answer questions like how much and how many. This will help you measure your progress toward your goal.

Attainable

REASONABLE? Choose a goal you can achieve. Start with small changes. You can always change your goal later to make it harder. That doesn't mean you shouldn't think big. That said, the point of a SMART goal is achieving a goal.

Relevant

MEANINGFUL? The goal should make you feel good when you achieve it. If you think your goal is worthwhile then you will be more likely to succeed. Your goals should be set by you and not by someone else. Give the goal some thought. How important is your goal?

Time bound

WHEN? Give yourself a time frame to reach your goals. You may set a short-term goal (for example, 1 week) and a long-term goal (for example, 1 month). Set a time limit. Get specific and use a full date for completion including the year.

How to make your own **SMART** Goal.

Step One: Write out your goal. Make it personal. This is the rough draft.

No pressure, Anne Lamott said, “Now, practically even better news than that of short assignments is the idea of shitty first drafts. All good writers write them.”

Step Two: Work through the **SMART** goal steps. Tip: ask how your goal fits each part.

Specific

Measurable

Attainable

Relevant

Time bound

Step Three: Look for barriers. Be honest with yourself. Life gets in the way. Some personal examples: I drink coffee first thing in the morning. I don't think about water. Also, my dog attacks me with love and affection if I exercise on the ground when he's in the room. Write out some barriers here.

Final Step: Write down some actions.

List simple steps toward your goal. Be sure to account for barriers.

The form consists of a large rectangular area with a thin green border. It is divided into eight horizontal sections by thin green lines. The sections alternate in color: the first, third, fifth, and seventh sections from the top are filled with a light green color, while the second, fourth, sixth, and eighth sections are white. This layout provides a structured space for writing down simple steps toward a goal.