

SMART GOALS WORKSHEET

GOAL <i>Be specific and concise. Include the measure and time frame.</i>	MY GOAL IS...	<input checked="" type="checkbox"/>
	Specific	S
	Measurable	M
PURPOSE <i>Why is the goal relevant? What are the benefits?</i>	Attainable	A
	Relevant	R
	Time-bound	T
CHALLENGES <i>What are the challenges to overcome? What resources and skills are needed?</i>	COMPLETION DATE	

KEY STEPS <i>How will you achieve your goal? What are the milestones and key steps?</i>			
Description	Start Date	Complete Date	✓

MEASURE <i>Keep a log of your progress.</i>							
Date	Measure	Date	Measure	Date	Measure	Date	Measure