

# SMART Goal Setting Worksheet

<b>Initial Goal</b>		
<b>S</b> <b>Specific</b>	<p>Your goal should be well defined, detailed and clear. Try to relate to the five "W" questions:</p> <ol style="list-style-type: none"> <li>1. Who needs to be involved?</li> <li>2. What do I need to do?</li> <li>3. Where will I reach this goal?</li> <li>4. When will I reach the goal by?</li> <li>5. Why do I want to achieve this goal?</li> </ol>	
<b>M</b> <b>Measurable</b>	<p>Is your goal measurable? You should be able to tell when you reach your goal.</p>	
<b>A</b> <b>Achievable</b>	<p>Can you reach the goal taking into account your available time, skills, and financial status?</p>	
<b>R</b> <b>Realistic</b>	<p>Is your goal realistically achievable within the given time frame and with the available resources?</p>	
<b>T</b> <b>Timely</b>	<p>Set a start and finish date for your goal.</p>	
<b>SMART Goal</b>	<p>Revise your goal based on the answers to the questions above.</p>	