



SMART
goal setting
WORKBOOK

SMART goal setting

S	<p>SPECIFIC— Specific goals have much greater chance of being achieved.</p> <p><i>Answer: Who, How, What, Where, When</i></p>
M	<p>MEASURABLE— When you measure progress, you stay on track.</p> <p><i>Noting progress along the way will motivate you to continue.</i></p>
A	<p>ATTAINABLE— You set achievable goals when you identify what is important.</p> <p><i>Plan your steps with intention and select a reasonable time frame.</i></p>
R	<p>RELEVANT— A goal must be one you are willing and able to work toward.</p> <p><i>A goal can be challenging as long as it is important to you.</i></p>
T	<p>TIMELY— A goal needs a specific and realistic time frame.</p> <p><i>A target date helps to motivate you.</i></p>

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ANALYSIS

What is your initial goal?

S.M.A.R.T. ANALYSIS:

MAKE IT SPECIFIC	HOW IS IT MEASURABLE?	WHAT ACTION STEPS CAN I TAKE TO MAKE IT ATTAINABLE?	IS IT RELEVANT?	HOW MUCH TIME DO I HAVE?
		1. 2. 3. 4. 5. 6.		

What is my revised goal?

PROGRESS *tracker*

SIX MONTHS

Date Started: _____

NOTES:

looking BACK

What worked in helping me to achieve this goal?

What did not work so well?

What will I change next time to help keep me on track?

