

# SMART Goals Worksheet

Goal:

	Questions	Responses	Action steps	Responses
<b>Specific</b>	<ul style="list-style-type: none"> <li>• Can you easily explain the goal?</li> <li>• Are there any clichés and vague assumptions?</li> </ul>		List specific actions necessary to achieve this goal.	
<b>Measurable</b>	<ul style="list-style-type: none"> <li>• Is there a number attached to your goal?</li> </ul>		Explain why this number or value is important, and what you will use it.	
<b>Action-oriented</b>	<ul style="list-style-type: none"> <li>• Who will help you be accountable to the goal?</li> <li>• What are the action steps needed to achieve the goal?</li> </ul>		List the group members responsible for each action.	
<b>Realistic</b>	<ul style="list-style-type: none"> <li>• Is the goal achievable?</li> <li>• Have you begun planning?</li> </ul>		List some potential obstacles and the resources you'll need.	
<b>Timed</b>	<ul style="list-style-type: none"> <li>• What is your deadline?</li> </ul>		Draft a schedule: which actions are needed by when?	