

# S.M.A.R.T. GOALS WORKSHEET

Name: \_\_\_\_\_

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language, but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

<b>INITIAL GOAL</b>	Write the goal you have in mind

<b>S</b>	What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?
<b>SPECIFIC</b>	

<b>M</b>	How can you measure progress and know if you've successfully met your goal? How often will you check-in to make sure you're making progress?
<b>MEASURABLE</b>	

<b>A</b>	Do you have the skills required to achieve the goal? If not, can you obtain them? What resources will you use on campus? What is the motivation for this goal?
<b>ACHIEVABLE</b>	

<p><b>R</b></p> <p><b>RELEVANT</b></p>	<p>Why am I setting this goal now? Is it aligned with overall objectives and goals I have in life?</p>
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<p><b>T</b></p> <p><b>TIME-BOUND</b></p>	<p>What's the deadline and is it realistic? What are my smaller deadlines to make sure I'm making progress towards the main objective?</p>
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<p><b>SMART GOAL</b></p>	<p>Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed</p>
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# Action Plan

Now that you have a SMART goal, lets break it down into usable pieces

End date to Achieve Goal	How will I measure my success?

## Steps to Achieving my Goal

Description	Time Estimate	Completion date

Obstacles that may arise	How I will respond

Helpful Resources/Tools On Campus	Helpful Resources/Tools OFF Campus