

Setting SMART Goals

S	Write your detailed and SPECIFIC goal in as few words as possible: List three action steps you'll take: 1. 2. 3.
M	Make sure your goal is MEASURABLE : I will measure/track my goal by using the following numbers or methods: I will know I've reached my goal when:
A	Make your goal ATTAINABLE : Items I need to achieve my goal: How I'll find the time: Things I need to learn more about: People I can contact for support:
R	Make your goal RELEVANT : List <i>why</i> you want to reach this goal:
T	Make your goal TIME-BOUND : I will reach my goal by ____/_____/_____ Additional dates and milestones I'll aim for: