

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

Goals should help you identify what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals be concise, and include relevant information.

INITIAL GOAL	Outline what goal you have in mind?
S	What do you want to accomplish? To answer think about Who, What, Where, When and Why!
SPECIFIC	
M	How can and will you measure progress, and what will successful achievement look like?
MEASURABLE	
A	Can I realistically achieve this goal? Have I got the all the right components to make it a reality? For example: time, knowledge, skills, finance? If not, can I source missing elements? Is the amount of effort required worth the investment? What will the consequence of chasing this goal be, could there be knock-on effects/ what could suffer as a result?
ACHIEVABLE	
R	Why am I really setting this goal now? Does the outcome align with overall objectives? Will the outcome enhance or detract from my life or business? WHY?
RELEVANT	
T	What's the deadline and is it a realistic time-frame?
TIME-BOUND	
SMART GOAL	Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed
GOAL	