

SMART Goals

Step 1: Write your goal in as few words as possible

Starting Goal	My goal is to _____ _____
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Step 2: Make it as SMART as possible!

S Specific	Who can help you make it happen? _____ What resources will you need to accomplish it? _____ Where will this goal take place? _____ How else will you achieve this goal? _____
M Measurable	I will track my progress by using the following numbers, methods, or benchmarks: _____ I will know I've reached my goal when: _____
A Achievable	Think about what's realistic for you. How I'll find the time: _____ What do I need to learn more about? _____ Who can I talk with when I'm stuck? _____
R Relevant	Why are you setting this goal? How will help you long term? Make it Personal! _____ _____ _____
T Time	Give your goal a deadline! I will reach my goal by (date) ____/____/____. My halfway target will be (measurement) _____ by (date) ____/____/____. Additional milestones: _____

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Step 3: Make an action plan/to do list.

Steps or tasks I must complete to reach my goal: You don't have to list every step, but make some starting points to build momentum!	Expected Finish Date	Actual Finish Date

Step 4: Back up plans!.

Potential Obstacles	How will you resolve them?