

# SMART GOALS WORKSHEET

<b>GOAL</b> <i>Be specific and concise. Include the measure and time frame.</i>	<b>MY GOAL IS...</b>	✓
	Specific	S
	Measurable	M
<b>PURPOSE</b> <i>Why is the goal relevant? What are the benefits?</i>	Attainable	A
	Relevant	R
	Time-bound	T
<b>CHALLENGES</b> <i>What are the challenges to overcome? What resources and skills are needed?</i>	<b>COMPLETION DATE</b>	
	/ /	

<b>KEY STEPS</b>			
<i>How will you achieve your goal? What are the milestones and key steps?</i>			
Description	Start Date	Complete Date	✓

<b>MILESTONES</b>							
<i>Keep a log of your progress.</i>							
Date	Measure	Date	Measure	Date	Measure	Date	Measure

<b>RESOURCES</b>
<i>Needed to complete the goal.</i>

<b>OBSTACLES</b>
<i>What Contingency plans are needed</i>