



Name: _____
Date: _____

SMART Goals Worksheet

1. Here's what I want to achieve: (For ex. Learn to speak Spanish)

2. Here is my main **MEASURE** or measures for this achievement: (i.e. what I will see, hear or feel when I have achieved the above).

For ex: I want to learn to speak Spanish....I will see : All ten modules of my 'Learn Spanish' audio course have been completed

3. Here's what I want to achieve stated as a **SPECIFIC GOAL** which includes my measures: For ex: I am (How) finishing (What) module ten of my 'Learn Spanish' course (When) by December 31st.

I AM

(How).....

(What).....

(Where).....

(By When).....

It is not necessary to always state 'where'.

4. To finish, run this through the rest of the S.M.A.R.T goal check list:

- Is what you want **ATTAINABLE** – i.e. Is it within your control to achieve it?
YES or NO
- Is it **REALISTIC** for you to achieve it?
YES or NO
- Is it **TIMED**?
YES or NO