

**SMART Goals Worksheet** 

#### What Are SMART Goals?

SMART goals help you set clear, actionable, and achievable objectives by ensuring they are *Specific*, *Measurable*, *Achievable*, *Relevant*, and *Time-bound*.

Use this template to define your goals effectively.

#### **Step 1: Define Your Goal**

Write down your goal:			
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### Step 2: Break It Down Using the SMART Criteria

- 1. Specific
- What exactly do you want to achieve?
- Who is involved?
- Where will it happen?
- Why is this goal important?

Your Answer:			
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- How will you measure progress and success?
- What indicators will show you're making progress?

Your Answer:			
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- Is this goal realistic given your resources and constraints?
- What steps will you take to accomplish it?

Your Answer:			



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- How does this goal align with broader objectives (personal or professional)?
- Why is this goal important now?

Your Answer:			
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- What is the deadline for this goal?
- What milestones will you set along the way?

Your Answer:			



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#### **Step 3: Final SMART Goal Statement**

Use the details above to craft a refined SMART goal statement:

Example: I will enhance my public speaking skills within 6 months by attending one speaking workshop per month, practicing weekly, and seeking feedback from my mentor. Progress will be measured through confidence levels, speech evaluations, and mentor feedback.

Your SMART Goal Statement:				
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#### Step 4: Action Plan

List the key actions need	led to achieve this goal:
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1			
2			
3			
4			
5			
Step 5: Track Your Progres	s		
- Check-in Dates:		 	
- Milestones Reached:			
- Adjustments Needed:			

Stay focused, track progress, and adjust your strategy as needed to achieve your SMART goals!