



MentorSphere.Africa

SMART Goals Worksheet

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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Step 4: Action Plan

List the key actions needed to achieve this goal:


1. _____
2. _____
3. _____
4. _____
5. _____

Step 5: Track Your Progress

- Check-in Dates: _____

- Milestones Reached: _____

- Adjustments Needed: _____

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