

Goal Writing Worksheet

Goals should be *SMART* in order to be meaningful and achievable. This worksheet is designed to help you be smart about developing goals.

Write your goals in the goal statement section of the worksheet. Then review the quality of your goals by evaluating them based on the reflective questions at the bottom of the page. If you answer "no" to any of the questions, you need to revise your goal.

Smart Goal Criteria

- S-** Specific and clearly stated
- M-** Measurable
- A-** Attainable and Realistic
- R-** Related to Achievement and Performance
- T-** Time Frame Set to Attain

GOAL SETTING:

Short-Term Personal Goal Statement:
Daily Steps to help Achieve:

Long-Term Personal Goal Statement:
Daily Steps to help Achieve:

REFLECTIVE QUESTIONS:

- Is the Goal specific and clearly stated?
- Is the Goal Measurable?
- Is the Goal Attainable and Realistic?
- Is the Goal related to Achievement?
- Is the Goal Time Bound?

Make Revisions to your goal if you answered NO to any of these questions.