# SMART Goals

# *Adapted from*

## 

## **Step 1: Write down your goal in as few words as possible.**

#### My goal is to….

## **Step 2: Make your goal detailed and SPECIFIC.** Answer who/what/how/when.

#### HOW will you reach this goal? List at least 3 action steps you’ll take (be specific):

## **Step 3: Make your goal MEASURABLE.** Add details, measurements, and tracking details.

#### I will measure/track my goal by using the following numbers or methods…..

#### I will know I reached my goal when…….

## **Step 4: Make your goal ATTAINABLE.** What additional resources do you need for success?

#### Items I need to achieve this goal:

#### How I’ll find the time:

#### Things I need to learn more about:

#### People I can talk to for support:

## **Step 5: Make your goal RELEVANT.** Write down why you want to reach this goal.

## **Step 6: Make your goal TIMELY.** Put a deadline on your goal and set some benchmarks.

#### I will reach my goal by (date): mm/dd/yyyy

#### My halfway measurement will be\_\_\_\_\_\_\_\_\_\_\_ on (date) mm/dd/yyyy

#### Additional dates and milestones I’ll for are: