SMART Goal Worksheet

<table>
<thead>
<tr>
<th>SMART</th>
<th>Questions...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific</td>
<td>Does your goal clearly and specifically state what you are trying to achieve? If your goal is particularly large, try breaking it down into smaller, specific SMART goals.</td>
</tr>
<tr>
<td>Measurable</td>
<td>How will you know if progress is being made on achieving your goal? Can you quantify or put numbers to your outcome?</td>
</tr>
<tr>
<td>Attainable</td>
<td>Is achieving your goal dependent on anyone else? (i.e. Advisor or community partner) What factors may prevent you from accomplishing your goal? How can you overcome these factors?</td>
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<tr>
<td>Relevant</td>
<td>Why is this goal important to you? Is the goal worthwhile and will it meet your needs?</td>
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<tr>
<td>Timely</td>
<td>When will you reach your goal? Again, if your goal is particularly large, try breaking it down into smaller goals with appropriate deadline.</td>
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Today’s Date: ________________

Date by which you plan to achieve the goal: ________________

What is your goal in one sentence? What’s the bottom line?

_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________

The benefits of achieving the goal will be:

_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
VERIFY THAT YOUR GOAL IS SMART

Specific: What exactly will you accomplish?
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

Measurable: How will you and your team know when you have reached your goal?
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

Attainable: Is attaining this goal realistic with effort and commitment? Do you have the resources to achieve this goal? If not, how will you obtain the resources?
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

Timely: When will you achieve the goal?
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
ACTION PLAN

What specific steps must you take to achieve your goal?

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<tr>
<th>Task/to-do item</th>
<th>Expected completion date</th>
<th>Date actually completed</th>
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OBSTACLES/CHALLENGES

What obstacles stand in the way of you achieving your goal?

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<th>Obstacle</th>
<th>How will you address the challenges if/when they arise?</th>
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NETWORK OF SUPPORT & ACCOUNTABILITY

When working towards achieving a goal, it is helpful to have one or two people who you agree to check in with on a regular basis. Keeping others informed on your progress can be a useful external motivator!

Who can you share your goals with?
1. Talk with one or two individuals who will genuinely want to see you succeed in achieving your goal
2. Explain to them why achieving this goal is important to you.
3. Ask if they will support you and hold you accountable in reaching your goal
4. Select and agree upon future dates/times you will report updates on your progress
Support Person | Frequency of updates on progress (i.e. weekly, bi-weekly, monthly) | Agreed upon method of communication (i.e. face to face, phone, email updates)
---|---|---
| | | |
| | | |
| | | |

Date your goal is ACHIEVED_____________________

**Congratulations** on creating a SMART organizational goal and sticking with it! Be sure to share your achievement with your network of supporters and find a way to celebrate your successes!

**References**