**GOAL SETTING WORKSHEET**

**SMART Goals**
- **Specific**
  Use clear and precise language to define the goal. Include details by answering: Who? What? Where? When? Why?

- **Measurable**
  Identify how you will track and measure your progress. How will you know when the goal is accomplished?

- **Attainable / Achievable**
  Is the goal reasonable to accomplish? Are you aiming too high? Are you challenging yourself enough?

- **Relevant**
  Describe what makes the goal worthwhile. How does this goal relate to other longer term aspirations or plans?

- **Time-bound**
  Give yourself a time limit, which will encourage better time management and also create a sense of urgency. Set some benchmarks for your action steps.

**Initial Goal** - Write the goal you have in mind:

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1. **Specific** - What do you want to achieve? Who needs to be included? When do you want to do this? Why is this a goal?

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2. **Measurable** - How will you measure progress and know whether you have met your goal (list at least two indicators)?

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3. Achievable - Do you have the resources and skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Does the goal challenge you enough?

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4. Relevant – What is the purpose of the goal, what benefit will be obtained? Is it aligned with overall objectives?

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5. Time-bound – What is the desired completion date? Does the deadline create a sense of importance and motivation?

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