

SMART Goal Setting

Use this worksheet to set SMART goals. Take notes and focus on how your goals relate to each point in the SMART guidelines!

Specific

Can you easily state your goal? Set a goal that has a definitive point of success. Ex.: Aiming to join a specific organization or study 15 hours this week is more action-oriented than saying you want to “get involved”.

Measurable

How will you know when you’ve reached your goal? It’s important to track progress when you’re attempting to reach a goal. If you can’t measure your goal, it can be difficult to tell if you’ve achieved it or not.

Attainable

Can your goal be accomplished? Be realistic about your goals. Don’t set yourself up for failure by being greedy or short-sighted. Regularly setting and achieving small, attainable goals benefits your progress and boosts morale.

Relevant

Is your goal going to help you grow? Your goals should be in line with the mission of your success. As your long-term aspirations change, your goals should reflect those changes.

Timely

When will you complete this goal by? Give yourself enough time to achieve your goals, but don’t set your deadline so far in advance that you lose motivation. Be realistic when deciding how much time it will take to gain that leadership role or run 3 miles without stopping to rest, for example.