

# SMART GOALS WORKSHEET

**Instructions:** Define a specific, measurable, attainable, relevant, and timely goal. Break it down into actionable steps with assigned deadlines, anticipate obstacles and develop strategies to overcome them, track progress, seek accountability, and regularly review and adjust your goals.



**SPECIFIC**

*What exactly do you want to achieve?*



**MEASURABLE**

*How will you track your advancement?*



**ATTAINABLE**

*Evaluate the feasibility of your goal.*



**RELEVANT**

*How does it fit into your broader objectives?*



**TIMELY**

*What is the deadline?*