

SMART Goals Goal-Setting Worksheet

Make it:	Be sure to address:	GOAL(S):
Specific	What is it I am trying to accomplish? Is there another way to write this goal to make it clearer?	GOAL 1: GOAL 2: GOAL 3:
Measurable	How will I know when I have accomplished the goal? How will I track and measure progress?	
Achievable	Are my goals achievable? Are there resources that need to be available in order to achieve my goals? Can I realistically achieve this goal within my specific time-frame?	
Relevant	Is this a worthwhile goal? Is this the right time? Is this goal in line with my long-term objectives?	
Timely	What is the time-frame for accomplishing my learning goals? How often am I going to work on this goal?	

Adapted From: Meyer, Paul J (2003). "What would you do if you knew you couldn't fail? Creating S.M.A.R.T. Goals". *Attitude Is Everything: If You Want to Succeed Above and Beyond*. Meyer Resource Group, Incorporated, The. ISBN 978-0-89811-304-4.

SMART Goals Checklist

Review your goal -- you should be able to answer each of the questions below affirmatively. If you cannot, it means more work is required to articulate your SMART goal

Question	Yes/No
1. Is the goal clearly future oriented?	
2. Is the goal realistic?	
3. Will the goal be challenging enough for me? Will it be too challenging?	
4. Will this goal require me to make a personal investment of time, energy, and effort?	
5. Will this goal contribute to my growth and development?	
6. Is this goal achievable within the time-frame of this relationship?	
7. Will I feel a sense of pride and satisfaction in accomplishing this goal?	
8. Will this goal produce concrete and measurable results?	
9. Is this goal in my best professional or personal interest?	

Adapted From: Zachary, Lois J. and Fischler, Lory A. *The Mentee's Guide: Making Mentoring Work for You*. San Francisco: Jossey-Bass, 2009.