Welcome to the Smart Goal Worksheet. Use this tool to set, track, and achieve your goals. Fill in the blanks: Today’s Date, Target Date, Start Date, Date Achieved, and Goal. Verify that your goal is SMART:

Specific: What exactly will you accomplish?

Measurable: How will you know when you have reached this goal?

Achievable: Is achieving this goal realistic with effort and commitment? Do you have the resources to achieve this goal? If not, how will you get them?

Relevant: Why is this goal significant to you?

Timely: When will you achieve this goal?

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