SMART Goals

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| Specific: **What am I going to do? Why is this important to me?** |

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| Measurable: **How will I measure my success? How will I know when I have achieved my goal?** |

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| **Attainable: What will I do to achieve this goal? How will I accomplish this goal?** |

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| **Relevant: Is this goal worthwhile? How will achieving it help me? Does this goal fit my values?** |

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| **Time-Bound: When will I accomplish my goal? How long will I give myself?** |

Action Plan

Goal to achieve: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List out the steps you need to take in order to complete the task:

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| **STEP** | **DESCRIPTION** | **COMPLETION DATE** |
| **Step 1** |  |  |
| **Step 2** |  |  |
| **Step 3** |  |  |
| **Step 4** |  |  |
| **Step 5** |  |  |
| **Step 6** |  |  |
| **Step 7** |  |  |

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| **OBSTACLES THAT MAY ARISE** | **HOW WILL I RESPOND/OVERCOME?** |
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