

s.m.a.r.t.goalsworksheet



Complete the boxes below for each goal you set yourself.
Date started _____

S

Specific – state exactly what you want to achieve (who, what, when, where, why).

M

Measurable – how will you assess your progress (how much, how many, how far)?

A

Achievable – Do you have the skills, support or time required? Can you control it?

R

Realistic – is it practical given the resources, time and knowledge available?

T

Timely – state when you expect to see a result. Include dates, frequency and deadlines.