Goal Planning Worksheet

## SMART Goals

|  |  |  |  |
| --- | --- | --- | --- |
| Specific | What will you achieve? |  |  |
| Measurable | How will you measure it? |  |  |
| Actionable | Does it begin with a verb? |  |  |
| Relevant | Why does it matter? |  |  |
| Time-Bound | When will you do it? |  |  |

## Goal:

Motivation:

|  |  |  |
| --- | --- | --- |
| Action item | Due date | Status |
|  | [Due date] |  |
|  | [Due date] |  |
|  | [Due date] |  |

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NOTES: