

S.M.A.R.T goals worksheet

This worksheet can be used to develop and plan for all types of goals.

Describe your goal

Ensure the goal fits each element of S.M.A.R.T

Specific: _____

Measurable: _____

Attainable: _____

Realistic: _____

Timely: _____

Why do you want to achieve this particular goal?

List the things you can't do and who/what can help to achieve your goal.



What are your assumptions? Things you assume about your situation, your plan or your goal.
Example: 'My boss knows how hard I worked on Project X'. Are you sure? What makes you think so? Could your boss have only noticed some of your work?

List your action steps / develop work breakdown structure.

Develop a time line and budget. Normally you would use your calendar to schedule the action steps but for this exercise list your action steps. Identify the resources you have available and decide where they will be utilised (*note these, next to your action step*).

Prepare a risk plan. What are the key risks? How could you eliminate them in advance? How will you respond to them?



Verify progress. Are you accomplishing what you set out to do?

Celebrate success. How are you going to reward yourself and the people who helped you succeed?
