



SMART Goals Worksheet

“One of the most important things we can do in pursuit of success is set clear, explicit goals about what we want to accomplish. If you don’t set strong goals, you won’t achieve them.” —Dustin W. Max

GOAL SETTING TIPS

1. Get specific by adding start and end dates to each goal.
2. Use terms ST, MT, and LT to signify short, medium, and long term goals. It’s useful to mix them up.
3. Remember to include any resources needed to accomplish the goal in the “Attainable” box.
4. Relevancy can be defined by what this goal will mean to you personally and/or professionally.

GOAL	
Specific	
Measurable	
Attainable	
Relevant	
Time-bound	

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