

# SMART

## Goals

Setting goals is a powerful way to direct your efforts and shape your future. By defining your objectives clearly and creating a strategic plan, you can better allocate your time and resources toward meaningful progress.

### S = Specific

Ensure that your goals are well-defined and detailed. A clear vision helps in identifying what you truly want to achieve.

### M = Measurable

Determine how you will track your progress. By establishing benchmarks, you can assess your journey and make adjustments if needed. Celebrating milestones, no matter how small, can reinforce your motivation.

### A = Achievable

Consider whether your goal is realistic within the time and resources you have. Setting achievable targets helps maintain focus and motivation. Evaluate if you're prepared to reach your goal now or if there are steps to take beforehand to ensure success.

### R = Relevant

Your goals should align with your values and broader life ambitions. Reflect on how each goal contributes to your overall vision and why it holds importance. If a goal doesn't support your bigger plans, reconsider its relevance.

### T = Time-Based

Assign a timeframe to your goals. Deadlines help with prioritization and provide a sense of urgency. If you find yourself unable to meet the deadline, take time to reflect on the reasons—whether it was unrealistic, faced unexpected challenges, or if the goal was too ambitious.

# SMART

Date \_\_\_\_\_

*Goal*

WORKSHEET

What is your goal?

Make it SMART

S - Specific  
M - Measurable  
A - Achievable  
R - Realistic  
T - Timely

Key Steps

SMART Goal

# SMART

# Goal TRACKER

SMART Goal

Progress Tracker

Steps to Achieve


Notes

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# *Goal* TRACKER

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Steps to Achieve


Notes