



### SMART Goals are:

- **Specific**- you know exactly what it is you want to do and you have a clear picture of success.
- **Measurable**- this refers to the quality of the result as well as progress along the way.
- **Achievable**- while goals that challenge you are motivating, impossible goals are not.
- **Realistic**- can you achieve the goal with the time, money, skills, and resources you have?
- **Timely**- are your expectations for how soon you can finish realistic?

This worksheet will help you take any goal and turn it into a SMART goal by going through an analysis process. You can go through the form as many times as you want to get a goal definition that is SMART. You can adjust your goal as you think through what it takes to achieve it.

➤ **Start by writing the goal as you first think about it.**

#### 1) Why is it important to you?

A goal focuses our thinking and our action, so it is important that it accurately reflect what we really want. Look for reasons that relate to filling a universal need or a noble purpose larger than the goal itself. For example, I want to be a millionaire to have more control in my life.

#### 2) List the steps to achieve your goal.

Break your goal into smaller steps. Sometimes it helps to work backwards- in order to go on vacation I must: ask for time off at my job, decide where to go, make plane reservations, make hotel reservations, etc.. Do not worry about the order or getting the steps just right, that will come later. Keep to the big steps (about 5 - 10 steps). This helps measure progress.

#### 3) Now put the steps in sequence.

Often the thinking required to come up with the list is different from the thinking required to prioritize or sequence the list. Be sure to break this into two steps to make it easier. As you sequence your steps, you may want to change them- that is ok. The steps that make sense to you are the right ones

#### 4) List what it takes to do each step.

The form has columns for when, who and how much. Sometimes these make sense and sometimes they do not. If you are working on a deadline, you may be more concerned about how long each thing takes, whereas a list of car repairs may focus on the money required. This section helps you focus on achievable, realistic and timely.

#### 5) How will you know when you have succeeded?

This is where you really get specific about your measurable goal. How will you tell a good result from a so-so one? How big will it be? What will it look, feel, sound like? What will happen when you are done? If you can not easily define this, try adjusting your goal and going through the process again. Each time, you will understand and define your goal more.



What is the Goal?

1	Why is it Important?			
2	What are the Steps to Get There?			
	Name	Description		
3	Rewrite the steps below in sequence or in priority order.			
#	Name	When	Who	How Much
4	Now add when you expect to finish each step to the table above.			
5	Now add who will do each step or who you will do each activity with.			
6	Now add how much each step will cost.			
7	How will you know when you have finished/succeeded?			