

Your Smart Goals Worksheet

(www.Smart-Goals-Guide.com)

Name:

Date:

1. Here's what I want to achieve : eg: *Learn to speak Spanish*

2. Here is my main MEASURE or measures for this achievement: (ie *what I will see, hear or feel when I have achieved the above*).

For eg: *I want to learn to speak Spanish,*

1. I will see :-

- *All ten modules of my 'Learn Spanish' audio course have been completed.*

3. Now here's what I want to achieve stated as a SPECIFIC GOAL which includes my measures:

For eg:

(Who) I am (How)proudly finishing (What) module ten of my 'Learn Spanish' course (When) by December 31st.

(Who) I am.....
(How).....
(What).....
(Where).....
(By When).....

It is not necessary to always state 'where'.

4. To finish, run this through the rest of the S.M.A.R.T goal check list ie:

- Is what you want ATTAINABLE – i.e. Is it within your control to achieve it? Yes?
- Is it REALISTIC for you to achieve it? - Yes?
- Is it TIMED ? - Yes?

You must answer 'yes' to all these questions. Change section 3 as necessary in order to do so.

Congratulations! – You have just created your SMART GOAL .

NB: Defining your measures is the most important part to successfully and easily creating smart goals.