### Your Smart Goals Worksheet
(www.Smart-Goals-Guide.com)

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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.