Complete Solutions In Life Mastery
Mastering M.E. Mind & Emotions

Date _____

Name: _____

SMART Goal Setting Worksheet

1. What is the goal? _____

2. Why is the goal important? _____

3. SMART goal checklist

Specific ☐ Is the goal clearly written, with no ambivalence? Is it clear who needs to accomplish the goal, and any support they might expect?

Measurable ☐ Does the goal answer the questions of how many, how much and/or how often?

Achievable ☐ Can you get the support needed to achieve the goal by the target date? Do you have all the resources needed to achieve the goal? Are the results expected realistic?

Relevant ☐ Does the goal make a difference in your career? Is it going to make an improvement in your personal life? Is it going to significantly make a difference to your business?

Time-bound ☐ Does the goal state a clear and specific completion date?

4. List potential problems that might keep you from completing your goal.

5. Goal Completion date _____

Action Item _____	Who _____	When _____
Action Item _____	Who _____	When _____
Action Item _____	Who _____	When _____
Action Item _____	Who _____	When _____
Action Item _____	Who _____	When _____
Action Item _____	Who _____	When _____
Action Item _____	Who _____	When _____