**S.M.A.R.T Goals Worksheet**

**S.M.A.R.T.** goals are designed to identify realistic solutions using strategies within a determined deadline. Use conscience language that specifies and includes relevant information.

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| **INITIAL** | **Example**: Increase GPA, effective study strategies, etc. |
| **GOAL** | Click or tap here to enter text. |
| **S** | What do you want to accomplish? Who needs to be included? What is the motivation? |
| **SPECIFIC** | Click or tap here to enter text. |
| **M** | How can you measure progress and know if you’ve successfully met your goal? |
| **MEASURABLE** | Click or tap here to enter text. |
| **A** | Do you have the skills required to achieve the goal? If not, can you obtain them? |
| **ACHIEVABLE** | Click or tap here to enter text. |
| **R** | Why am I setting this goal now? Is it aligned with overall objectives? |
| **RELEVANT** | Click or tap here to enter text. |
| **T** | What’s the deadline? Is it realistic? |
| **TIME-BOUND** | Click or tap here to enter text. |
| **SMART** | Review statements and craft a new goal based on what the answers to the questions above have revealed |
| **GOAL** | Click or tap here to enter text. |

**Specific**: Answer the "W" questions:

**Who** Who is involved?

**What** What do I want to accomplish?

**Where** Identify a location.

**When** Establish a time frame.

**Which** Identify requirements and constraints.

**Why** The purpose or benefits of accomplishing the goal.

“*I will have a 2.5 cumulative Grade Point Average.”*

**Measurable**: How?

How much?

How Many?

How will I know If I succeeded?

“*My GPA at the end of the semester increased.”*

**Attainable**: What is most important? Developing positive attitudes, increasing ability and

skills to work towards the goal.

*“I can meet the GPA increase according to the GPA calculator.”*

**Realistic**: Needs to be objective, willing and able to complete tasks successfully.

“*My GPA will increase if I earn at least three B’s and a C this semester.”*

**Timely**: Without a designed time, the goal can be ignored and pushed back.

*“I can achieve my goal by the end of the semester.”*

*Please remember these are designed for you to succeed.*

* *Be positive.*
* *Be determined.*
* *Push your boundaries.*
* *Exceed your expectations.*
* *Refrain from comparing yourself to others.*