

# SMART Goal-Setting Worksheet



This worksheet is intended to help you think through the process of setting SMART goals, which are key to successful lifestyle changes. Fill in any relevant information, and feel free to add or leave blank whatever details will best facilitate achieving your goals. (Note: you might want to make copies of this, so that you can re-use it for each new goal.)

## Step 1: Write down your goal in as few words as possible.

My goal is to: \_\_\_\_\_  
\_\_\_\_\_

## Step 2: Make your goal detailed and **SPECIFIC**. Answer who/what/where/how/when.

Who: \_\_\_\_\_

What: \_\_\_\_\_

Where: \_\_\_\_\_

When: \_\_\_\_\_

How will you reach this goal? List 3 action steps you will take (be specific):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Setting targets helps to make sure your SMART goal is attainable and timebound.

Example: You want to save \$400, you'd like to take 20 weeks to do it, so you will need to save \$20 each week.

\$400 (total amount / 20 (weeks)) = \$20 per week

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**Step 3:** Make your goal **MEASURABLE**. Add details, measurements and tracking details.

I will measure/track my goal by using the following numbers or methods:

\_\_\_\_\_

I will know I've reached my goal when:

\_\_\_\_\_

**Step 4:** Make your goal **ATTAINABLE**. What additional resources do you need for success?

Items I need to achieve this goal: \_\_\_\_\_

How I'll find the time: \_\_\_\_\_

Things I need to learn more about: \_\_\_\_\_

People I can talk to for support: \_\_\_\_\_

**Step 5:** Make your goal **RELEVANT**. List why you want to reach this goal:

\_\_\_\_\_

\_\_\_\_\_

**Step 6:** Make your goal **TIME-BASED**. Put a deadline on your goal and set benchmarks.

I will reach my goal by (date): \_\_\_\_/\_\_\_\_/\_\_\_\_

My halfway measurement will be \_\_\_\_\_ on (date) \_\_\_\_/\_\_\_\_/\_\_\_\_