**GOAL SETTING WORKSHEET [](https://bit.ly/2zh3ytl)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SMART GOALS** | **S**pecific | **M**easurable | **A**ction-Oriented | **R**elevant | **T**ime-Oriented |

**DEFINE GOALS**

|  |  |
| --- | --- |
| **1** |  |
| **2** |  |
| **3** |  |

**BREAK EACH GOAL INTO SMALLER MEASURABLE AND ATTAINABLE STEPS**

|  |  |  |  |
| --- | --- | --- | --- |
| **GOAL** |  | | |
| **STEP DESCRIPTION** | | **TIME REQUIRED** | **SET DEADLINE** |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |

**FURTHER PLANNING**

|  |
| --- |
| **DETAIL REQUIRED RESOURCES** |
|  |
| **DEFINE POTENTIAL OBSTACLES** |
|  |
| **PLANS FOR OVERCOMING OBSTACLES** |
|  |

**DESIRED OUTCOME**

|  |
| --- |
| **DEFINE MEASUREMENTS FOR SUCCESS** |
|  |
| **DESCRIBE OUTCOME OF ACHIEVED GOAL** |
|  |

**DISCLAIMER**

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.