



S.M.A.R.T Goal Planning Worksheet

Use this worksheet to clarify your goals and identify practical steps toward achieving them. Complete each section with clear and concise answers.

Goal 1

Goal Statement

My Goal:

S — Specific & Simple

WHO is involved?

WHAT do you want to accomplish?

WHERE will this apply or take place?

WHEN will you begin working toward this goal?

WHICH resources, requirements or constraints may impact this goal?

SMART Goals Template



WHY is achieving this goal important to you?

M — Measurable

How will you measure progress toward this goal?

What indicators will show you that you are on track?

What does successful completion look like?

A — Attainable & Attractive

Strengths, skills or resources I currently have:

Support or resources I may need:

Opportunities that may help me move closer to this goal:

SMART Goals Template



R — Realistic

Potential challenges or obstacles:

How I will manage these challenges:

T — Timely & Timed

Target completion date:

Key milestones:

First actions I will take this week:

Goal 2

My Goal:

Specific:

Measurable:

Attainable:

Realistic:

SMART Goals Template



Timed (completion date):

First Action Steps:

Goal 3

My Goal:

Specific:

Measurable:

Attainable:

Realistic:

Timed (completion date):

First Action Steps:



Weekly Action Planning

What actions will you take before our next session?

1. _____

2. _____

3. _____

Reflection (Complete before your next session)

What progress have you made toward your goals?

What challenges did you encounter?

What support do you need moving forward?
