

*It's a*  
**SUGGESTION**

**S**

SPECIFIC

Set real and specific goals that can be measured.

**M**

MEASURABLE

Measure with actual reports that reflect numbers

**A**

ATTAINABLE

Make your goals achievable but not too easy

**R**

REALISTIC

Set realistic but challenging goals.

**T**

TIME-BOUND

Keep to your deadlines

Use this SMART goal setting tool for all your goals no matter how small and insignificant it might seem, keeping track is the only way to achieve results.

**STEP 1:** Write down your goal in as few words as possible.

My goal is to

**STEP 2:** Make your goal detailed and SPECIFIC. (Who? What? Where? How?)

HOW will you reach this goal? List at least 3 action steps you'll take or resources you'll use:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**STEP 3:** Make your goal MEASUREABLE. Add measurements and tracking details. I will measure/track my goal by using the following numbers, methods, or benchmarks:

I will know I've reached my goal when \_\_\_\_\_

**STEP 4:** Make your goal ACHIEVABLE. What additional resources will 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 – how does it relate to your personal values or long-term plan?

**STEP 6:** Make your goal TIMELY. Put a deadline on your goal and set some benchmarks.

I will reach my goal by (DATE)

My halfway measurement will be \_\_\_\_\_ on  
(DATE)\_\_\_\_\_

Milestones and dates I aim for: