The Peak Performance Center

SMART Goal-Setting Worksheet

The criteria for SMART Goals

Specific  Your goal should be detailed and state the exact level of performance expected.

Measurable  Your goal should contain a measurable indicator to assess the amount of your progress and to definitely determine if the goal has been achieved.

Achievable  Your goal should challenge you and stretch your abilities, but realistically be able to be attained.

Relevant  Your goals should be important to you and motivate you.

Time-bound  Your goal should specify when the result(s) will be achieved.

Step 1:
Write down your goal on one line.

My goal is to: ________________________________
Step 2:
Make your goal SPECIFIC by adding details. Answer the questions: who, what, where, when, and how.
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

Step 3:
Make your goal MEASUREABLE. Add 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 sure your goal is ACHIEVABLE. 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-BOUND. Put a deadline on your goal.
I will reach my goal by the following date: ___/___/______.

Set some benchmarks to track your progress.

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<th>Date</th>
<th>I will have accomplished...</th>
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<td><em><strong>/</strong></em>/____</td>
<td>I will have reached my goal</td>
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