



The Peak Performance Center

SMART Goal-Setting Worksheet

The criteria for SMART Goals

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| 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.

Date	I will have accomplished...
___/___/_____	_____
___/___/_____	_____
___/___/_____	_____
___/___/_____	_____
___/___/_____	<u>I will have reached my goal</u>