**S.M.A.R.T. GOALS WORKSHEET - Academics**

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

|  |  |
| --- | --- |
| **INITIAL** | Write the goal you have in mind |
| **GOAL** |  Click or tap here to enter text.         |
|  |  |
| **S** | What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal? |
| **SPECIFIC** | Click or tap here to enter text.     |
|  |  |
| **M** | How can you measure progress and know if you’ve successfully met your goal? |
| **MEASURABLE** | Click or tap here to enter text.     |
|  |  |
| **A** | Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve? |
| **ACHIEVABLE** | Click or tap here to enter text.     |
|  |  |
| **R** | Why am I setting this goal now? Is it aligned with overall objectives? |
| **RELEVANT** |  Click or tap here to enter text.   |
|  |  |
| **T** | What’s the deadline and is it realistic? |
| **TIME-BOUND** |  Click or tap here to enter text.  |
|  |  |
| **SMART** | Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed |
| **GOAL** |  Click or tap here to enter text.      |

**S.M.A.R.T. GOALS WORKSHEET - Personal**

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

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| **INITIAL** | Write the goal you have in mind |
| **GOAL** |  Click or tap here to enter text.     |
|  |  |
| **S** | What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal? |
| **SPECIFIC** |  Click or tap here to enter text.      |
|  |  |
| **M** | How can you measure progress and know if you’ve successfully met your goal? |
| **MEASURABLE** |  Click or tap here to enter text.     |
|  |  |
| **A** | Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve? |
| **ACHIEVABLE** | Click or tap here to enter text.     |
|  |  |
| **R** | Why am I setting this goal now? Is it aligned with overall objectives? |
| **RELEVANT** |  Click or tap here to enter text.     |
|  |  |
| **T** | What’s the deadline and is it realistic? |
| **TIME-BOUND** |  Click or tap here to enter text.      |
|  |  |
| **SMART** | Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed |
| **GOAL** |  Click or tap here to enter text.     |