

Basic SMART Goal Worksheet

Turn a vague intention into a goal that is specific enough to act on and flexible enough to revise.

1. What do you want to change, complete, improve, or make happen?

2. Make it SMART

S - Specific What exactly will you do? Who or what is involved? What is included - and what is not?	M - Measurable What evidence will tell you that you made progress or finished?
A - Achievable Given your time, money, energy, skills, and constraints, is this realistic enough to pursue now?	R - Relevant Why does this matter to you? What larger priority or value does it support?
T - Time-bound When will you complete or review this goal? If the goal is ongoing, choose a date to evaluate whether the approach is working.	

3. Write the goal in one sentence.

Try: I will [specific action/outcome] by [date], measured by [evidence].

SMART Goal Sanity Check

A well-written goal can still be the wrong goal. Use this page before you commit.

- ☐ I can explain why this goal matters to me.
- ☐ The result depends meaningfully on actions I can take.
- ☐ I know what 'done' or 'progress' will look like.
- ☐ The deadline or review date is realistic.
- ☐ I know the first action I can take.
- ☐ Pursuing this will not crowd out something more important.

What could make this goal difficult?

What will you do if that happens?

What is the smallest useful next step?

When will you take that step?
