

# SMART

## GOAL SETTING WORKSHEET

S

**Specific:** Clear goals answer the who, what, where, and when of the goal. Compiling all these details allows you to see what's truly required to achieve your goals.

- Who do I need help from?
- Who can be my accountability partner? Are any additional resources available?
- Where must this happen? Does achieving the main goal require being at a specific location every day?
- What is the ultimate result? Are there any larger objectives to consider? What are the long-term goals?
- When do I start? What are the new daily habits I should adopt?
- Where do I start?
- Which elements are holding me back?
- What constraints am I facing?

M

**Measurable:** In setting measurements, you create milestones within your SMART goal to track progress toward your measurable goal.

- How will I determine success?
- What numbers can I track along the way?
- How will I know when I've achieved my goal?

A

**Attainable:** Determine if the goal is realistic. Attainable goals are realistic. Attainable goals will make you stretch, but they shouldn't be out of reach.

- Do I believe I can do this? Can I set shorter, actionable steps? Is my plan of action realistic?
- Are these truly attainable goals? Can my long-term goals be broken down into smaller achievable goals?
- Is it within my power to achieve it? Can I take small steps each day toward my goals?

R

**Relevant:** When setting goals, you should consider whether they are worth the necessary time investment and will make a real impact on your professional development. Goal setting helps you identify the key areas to focus on and allocate your time effectively.

- Is this goal worth the time investment and personal effort?
- Is it a win-win goal?
- Is it a priority?

T

**Time-bound:** One of the most important parts of setting goals is to set deadlines. It must have a timeline or a target date to shoot for. Items with set deadlines take priority. Items without deadlines get lost in the shuffle.

- What are the specific target dates or set deadlines?
- Are my milestones in line with the due dates?
- Do I need weekly, monthly, or quarterly goals to be achieved?



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