

Goal Setting Worksheet
Short-Term Goals (Monthly to 1 Year)

SMART Criteria	Goal
Specific <ul style="list-style-type: none"> - What? - Why? - When? - Where? 	
Measurable <ul style="list-style-type: none"> - How will you measure your success? 	
Action-Oriented <ul style="list-style-type: none"> - What will you do? - Are there specific tasks to do? 	
Realistic <ul style="list-style-type: none"> - Do you have the skill? - Do you have the resources? - Do you have the time? 	
Time-Based <ul style="list-style-type: none"> - When will this be done? - Deadlines? 	