# Goal Setting Worksheet

WHEN SETTING YOUR GOAL REMEMBER TO BE **SMART** AND ASK YOURSELF

**SPECIFIC:** Is my goal clearly defined and what I wan to accomplish?
**MEASURABLE:** How will I know that I have achieved my goal? Track my progress
**ATTAINABLE:** Can I do this?
**RELEVANT:** Is reaching this goal relevant to you? Is it worthwhile?
**TIMELY:** What time frame do I have to complete this goal?

## GOAL:

START DATE:

PROJECTED DUE DATE:

## ACTION PLAN:

How will I achieve my goal

| TASKS |
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## A STEP IN THE RIGHT DIRECTION

Steps/Milestones towards achieving my Goal