

Goal Setting Worksheet

Long Term Goal (5 to 10 years):

SMART Criteria	Goal
Specific <ul style="list-style-type: none">- What?- Why?- When?- Where?	
Measureable <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?	

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?	

Immediate Goals (daily to weekly)

Week:

Day/Week	Goal
Monday	Priorities: 1. 2. 3.
Tuesday	Priorities: 1. 2. 3.
Wednesday	Priorities: 1. 2. 3.
Thursday	Priorities: 1. 2. 3.
Friday	Priorities: 1. 2. 3.