**SMART Goals Worksheet**

This worksheet can be used to develop clearly defined, effective goals.

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| **S** | **Specific**  What am I going to do? Why is this important to do at this time? What do I want to ultimately accomplish? How am I going to do it? |
| **M** | **Measurable**  How will I know that I have reached my goal? |
| **A** | **Attainable**  Can I see myself achieving this goal? Can I break it down into manageable pieces? |
| **R** | **Realistic**  Is the goal too difficult to reach? Too easy? |
| **T** | **Timely**  What is my target date for reaching my goal? |