

## SMART Goals worksheet free

**Choose & Decide a goal that you want to achieve:**

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**Steps involved in reaching this goal:**

Goals	Steps	Deadline
Goal 1		
Goal 2		
Goal 3		

**Divide the Goal into simple milestones with deadlines:**

Long-term goal		
Milestone 1	Milestone 2	Milestone 3

**Obstacles that may come in the way:**

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**Things I need to do to achieve my goal:**

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**Make your goal SMART:**

**S**PECIFIC \_\_\_\_\_

**M**EASURABLE \_\_\_\_\_

**A**TTAINABLE \_\_\_\_\_

**R**ELEVANT \_\_\_\_\_

**T**IME BOUND \_\_\_\_\_

**Deadline to achieve the goal:**

**Make a progress chart, update it daily or on weekly basis:**