S.M.A.R.T.
GOAL SETTING WORKSHEET

S.M.A.R.T. Goal Setting Worksheets are useful for:

- Learning to make goals that are measureable, so that you can see the progress you’ve made
- Creating goals that are attainable, so that you can be successful
- Relating your goals to your school work, your activities, and your career path
- Practicing time management skills and learning what is a reasonable deadline for a goal

Directions:

Follow the instructions on the attached worksheet.

Things to Think About:

- What was the easiest thing for you to set in your goals (i.e. Measurability, attainability, relevance, or timeliness)? What was the hardest thing?
- How have you made goals in the past? Was this successful for you?
- Was the S.M.A.R.T. goal setting worksheet helpful? Why or why not?

If you would like to talk to someone about this activity or need additional resources, Career Services is available to all students! Check out our website to make an appointment or to see upcoming events and workshops:

http://www.careers.vcu.edu
S.M.A.R.T.
GOAL SETTING WORKSHEET

Step 1: Write down your goal in as few words as possible.

• My goal is to:

Step 2: Make your goal detailed and SPECIFIC. Answer who/what/where/how/when.

HOW will you reach this goal? List at least 3 action steps you'll take (be specific):

1. ______________________________________________________________
2. ______________________________________________________________
3. ______________________________________________________________

Step 3: Make your goal MEASUREABLE. Add details, measurements and tracking details.

• I will measure/track my goal by using the following numbers or methods:

• I will know I've reached my goal when:

Step 4: Make your goal ATTAINABLE. What additional resources do you need for success?

• Items I need to achieve this goal:

• How I'll find the time:

• Things I need to learn more about:

• People I can talk to for support:

Step 5: Make your goal RELEVANT. List why you want to reach this goal:

Step 6: Make your goal TIMELY. Put a deadline on your goal and set some benchmarks.

• I will reach my goal by (date): ___/___/____.
• My halfway measurement will be ______________________ on (date) ___/___/____.
• Additional dates and milestones I'll aim for: