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| **Today’s Date:** | **Target Date:** | **Date Achieved:** |
| **Step 1:** What is your overall goal? |
| **Step 2:** Watch the following video: [tinyurl.com/smartgoalz](https://tinyurl.com/smartgoalz) |
| **Step 3:** Verify that your goal is SMART! |
| **Specific:** *What exactly will you accomplish?* |
|  |
| **Measurable:** *How will you know when you have reached this goal?* |
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| **Achievable:** *Is achieving this goal realistic with effort and commitment? Have you got the resources to achieve this goal? If not, how will you get them?* |
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| **Relevant:** *Why is this goal significant to your life? (Include potential benefits!)* |
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| **Timely:** *When will you achieve this goal?* |
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| **Step 4:** *Summarize/combine Step 1 and Step 3 into a SMART goal.* |

**Take Action!**

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| **Potential Obstacles** |  | **Potential Solutions** |
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| **Resources:** *Who are the people you will ask to help you?* |
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**Specific Action Steps:** *What steps need to be taken to get you to your goal?*

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| **What?** |  | **Expected Completion Date** |  | **Completed** |
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