|  |  |  |
| --- | --- | --- |
| **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?* | | |
|  | | |
| **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?* | | |
|  | | |
| **Relevant:** *Why is this goal significant to your life? (Include potential benefits!)* | | |
|  | | |
| **Timely:** *When will you achieve this goal?* | | |
|  | | |
| **Step 4:** *Summarize/combine Step 1 and Step 3 into a SMART goal.* | | |

**Take Action!**

|  |  |  |
| --- | --- | --- |
| **Potential Obstacles** |  | **Potential Solutions** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Resources:** *Who are the people you will ask to help you?* |
|  |
|  |
|  |
|  |
|  |

**Specific Action Steps:** *What steps need to be taken to get you to your goal?*

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