

SMART GOALS WORKSHEET

Name: _____ Date: _____

Goal Title: _____

SMART Goal Summary

SMART Component	Your Response
S – Specific	What exactly is your goal?
M – Measurable	How will progress be measured?
A – Achievable	What steps will you take?
R – Relevant	Why is this goal important to you?
T – Time-Bound	Deadline

Weekly Tracking Table

Week	Action Taken	Progress Notes	% Completed

Final Review

What worked well?

Next step or new goal: