

WEEKLY SMART GOALS WORKSHEET



Name: _____ Week of: _____

 My SMART Goal for the Week:

Write one clear, specific goal for this week.

Plan of Action (How I will reach my goal):

- Step 1:
- Step 2:
- Step 3:

Why this goal matters to me (Relevance):

How does this goal support my personal or professional growth?

Deadline (Time-bound):

I will complete this goal by: _____

Day	What I Did Today Toward My Goal	Done? (✓)
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		